

**Public Records Office (PRO)
of Government Records Service (GRS)**

Conditions of Use for Internet Service

1. The Internet service aims to provide users with access to related information available on the Internet thereby facilitating their search in the holdings of PRO. This is a free service. All people aged 12 or above are welcome to use this service. Users aged 12 or below should be accompanied by an adult when using the service.
2. Each session of the internet accessing service lasts for 15 minutes on a first-come-first-use basis. When other users are waiting, please leave the workstation for the next user after finishing your session. In case there is no reservation thereafter, users may request for a continuous use of the workstation.
3. Downloading of information to removable device is not available.
4. Copying of copyright work is an act restricted by the Copyright Ordinance. Users shall make sure that there is no infringement of copyright when using the computer facilities in PRO for internet surfing.
5. Please do not send any unsolicited electronic messages, or access or browse websites containing materials which are obscene, indecent, violent, disgusted, libellous, threatening or discriminatory in nature or engage in online games or gambling.
6. Users are advised to log off all online user accounts and sessions before leaving the workstation for the sake of personal data protection.
7. To protect users' privacy, the station will automatically log off when a session ends.
8. Please do not cause any damages to the workstation or change the configuration of the workstation.
9. All irregularities shall be reported to the counter staff immediately.
10. Users who fail to comply with these Conditions of Use may be required to leave the archives immediately.
11. GRS is not responsible for any loss or damage that may arise from the use of its computer facilities.
12. Permission to use the computer facilities in PRO is at the discretion of the Archivist on duty.

(Revised on 17 December 2018)