

Extension of Opening Hours of Search Room on Saturdays

Conditions

1. Opening hours on Saturdays by prior appointment: **Within 9:00 a.m. and 1:00 p.m.**
2. Areas of the building open to public: **Search Room including Reference Services Area on 1/F, Hong Kong Public Records Building.**
3. Scope of service:
 - (a) Loan and circulation service for reserved holdings;
 - (b) Introduction of searching function of online catalogue @PRO and digital holdings; and
 - (c) Self-service reproduction services (receipts available from the next working day).
4. Maximum number of appointments to be received: **20 appointments on each Saturday.**
5. Reservation request for Saturdays:
 - (a) Submission of reservation request from **3 working days (before 12:00 noon Hong Kong Time, i.e. by Wednesday noon if a user wants to use the Search Room service on the coming Saturday assuming Wednesday to Friday are working days) to one month in advance** through online catalogue @PRO (<http://search.grs.gov.hk/>).
 - (b) A maximum of **10 holdings** (including file level and item level of archival holdings whose access status is “open” and library materials) can be reserved. Reservations for holdings which are stored off-site or require special arrangement will need to be confirmed by the PRO staff. Request for additional holdings **will not be entertained** on the date of visit.
 - (c) Users are **required to select the timeslot(s) when making appointment.** Two timeslots are available for users’ selection on each Saturday:

Slot A: 9:00 a.m. to 11:00 a.m.

Slot B: 11:00 a.m. to 1:00 p.m.

Users may select more than one timeslot. Request for additional timeslot **will not be entertained** on the date of visit.

6. Confirmation of reservation request: Confirmation email and phone call to reconfirm reservation (whenever possible) will be provided to users **one working day before the date of visit**.

Important notes

If you have not submitted a reservation request according to the procedure as set out in point (5) or received our confirmation, you will not be able to inspect our holdings on Saturday.

Useful links:

Before beginning your search

(https://www.grs.gov.hk/en/before_search_our_holdings.html)

Search our holdings

(https://www.grs.gov.hk/en/search_our_holdings.html)

Online Catalogue

(<https://search.grs.gov.hk/en/index.xhtml>)

User guide of @PRO

(https://www.grs.gov.hk/pdf/user_guide_e.pdf)

Visit Us

(https://www.grs.gov.hk/en/contact_us.html)

Enquiry

If you have any enquires regarding the extension of opening hours of Search Room on Saturdays, please contact us by telephone at 2195 7700 or email at proinfo@grs.gov.hk.