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Government Secretariat

Government of the Hong Kong
Special Administrative Region

30 January 2001

General Circular No. 1/01

**Establishment Of
The Central Preservation Library for Government Publications**

(Note : Distribution of this Circular is Scale C)

This is to announce that the Reference Library of the Public Records Office (PRO), Government Records Service Division of the Administration Wing of the Chief Secretary for Administration's Office will be reorganized to become the **Central Preservation Library for Government Publications** effective from 31 January 2001.

2. As an integral component of the Public Records Office, the Central Preservation Library for Government Publications selects and centrally preserves government publications and printed material that are of permanent value, and provides access to these collections to increase knowledge, understanding and appreciation of the collective documentary heritage of Hong Kong.
3. Function of the Library includes the following:
 - a. Acquire and select for preservation government publications and printed material including books, reports, newsletters, pamphlets, posters and photographs, etc., produced by government bureaux/departments;
 - b. Acquire and select for preservation rare books and printed material relating to Hong Kong;
 - c. Maximize the life of its collections through providing good storage facilities and preservation strategy; and
 - d. Provide reference and copying services to its collections for the use of government bureaux/departments and members of the public.

4. To help develop and preserve the collections of the Library, bureaux and departments are requested to forward 1 copy of their new publication/printed material to the Library for selection. Bureaux and departments should also consult the Library when they want to dispose of any of their library material.

5. As this is a preservation library, its collections are closed-stack and available for inspection at the Search Room of the Public Records Office. It is only under very unusual circumstances that library loan will be arranged.

6. Information about the holdings and services of the Library is detailed in the attached leaflet. For any queries relating to this circular, please contact the Archivist of the Public Records Office at 2195 7782.

7. Contact details of the Library are as follows:

Central Preservation Library for Government Publications
Public Records Office
1/F Hong Kong Public Records Building
13 Tsui Ping Road
Kwun Tong
Kowloon

Tel: 2195 7728 Fax: 2804 6413

E-mail: proinfo@grs.gov.hk

Website: www.grs.gov.hk

(P. C. LEUNG)
for Director of Administration

c.c. Judiciary Administrator
The Ombudsman

Establishment



The Central Preservation Library for Government Publications was established in January 2001 through reorganizing the Reference Library of the Public Records Office (PRO). Operated under PRO, the Library acquires, preserves and makes available for use selected valuable publications and printed material of the Hong Kong SAR Government.

Collection

The Library holds publications, reports, committee papers, pamphlets, posters, maps, etc., created by government bureaux and departments from the 1840s to the present day. Examples include an almost complete run of Government Gazette, Blue Books, Sessional Papers, Hansards of the Legislative Council, ordinances and regulations, Hong Kong Annual Reports and departmental reports for both the pre-war and post war periods.

Moreover, there are historical photographs and videotapes, out-of-print local newspapers and a variety of books, directories, street indexes, journals and unpublished works relating to Hong Kong. Some of these fascinating holdings are donated by private sources.

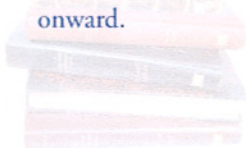
Being an integral part of PRO, the collection of the Central Preservation Library for Government Publications well complements the rich and varied archival records, and makes PRO the most important resource centre of historical information on the Government and the local community.

Services

Members of the public are welcome to use the collection and facilities of the Central Preservation Library for Government Publications at PRO through applying a reader's ticket and filling in a Library Material Request Form.

As the Library is a special preservation library, its collection is closed-stack for on-site inspection only. Most of the library material, subject to some restrictions and limitations, may be freely consulted. Research and copying services are also available.

Our staff will assist as far as possible in the use of the computer information systems and finding aids. Because of the size and varieties of the holdings, it will take us some time to fully automate all the materials for electronic access. In the interim, PRO has embarked on a program which will make most of the finding aids and research tools for both the archival and library holdings available online and via internet by phases from 2001 onward.

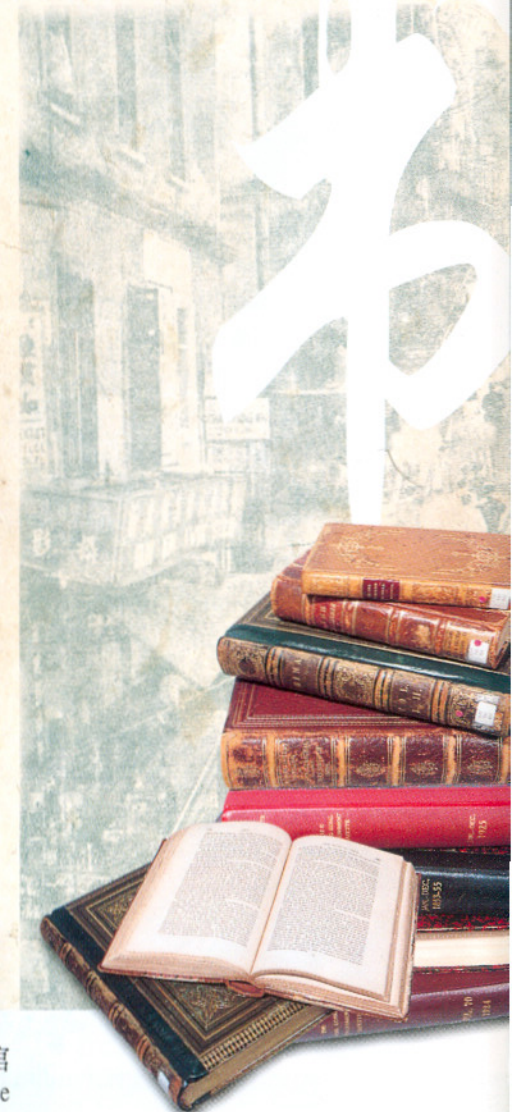


Rules

As high priority is assigned to preserve the library collection as long as possible, users are requested to handle the issued material with great care. Users may use personal computers and pencils but not pens in the Search Room. It is also possible to reserve material in advance if the exact references are given.

政府刊物中央保存圖書館

The Central Preservation Library for Government Publications



歷史檔案館
Public Records Office

設立



政府刊物中央保存圖書館是歷史檔案館改組參考圖書館之後，在2001年1月設立。該館隸屬於歷史檔案館之下，主要職能在於搜集、保存和提供香港特別行政區政府出版和印製的刊物予公眾人士使用。

藏品

政府刊物中央保存圖書館收藏有政府決策局和部門在1840年代迄今出版的刊物、報告、委員會文件、小冊子、海報和地圖等。例如近乎齊備的政府憲報、藍皮書、前立法局會議文件彙編和會議紀錄、法例和規則、香港年鑑，以及部門在戰前和戰後的年報等。

此外，政府刊物中央保存圖書館還有歷史照片和錄影帶、已停刊的本地報章和有關香港各個層面的著作、年鑑、街道索引、期刊和沒有發表的研究著作，有些藏品則是透過私人捐贈形式獲得。

政府刊物中央保存圖書館作為歷史檔案館的組成部份，所收藏的政府刊物與歷史檔案館豐富而多元化的檔案互相補足，歷史檔案館因此成為政府和本地社會一個最重要的歷史資源中心。



服務

我們歡迎公眾人士到來歷史檔案館的政府刊物中央保存圖書館，使用者只需申請閱覽證和填妥借閱表格，便可使用館內的設施和查閱資料。

由於政府刊物中央保存圖書館是屬於特藏類的圖書館，故此不設開架找書和藏品外借服務，使用者只需遵守使用守則，便可以翻閱圖書館的資料，我們同時亦提供查詢和影印服務。

我們的同事會協助使用者利用電腦系統和其他檢索系統。由於我們需要時間去把數量和種類繁多的藏品數碼化，故此，我們正進行一項把檔案和圖書資料庫作聯機目錄檢索的工作，預期在2001年以後，公眾人士便可以分階段透過互聯網使用這些檢索工具。

守則

我們以永久保存圖書館藏品為目標，使用者請小心處理借閱的藏品。個人電腦和鉛筆可以在閱覽室內使用，但是原子筆等卻不可於閱覽室內使用。如果使用者能夠提供資料的正確參考編號，我們還可以提供預約服務。

開放時間

星期一至五：上午九時至下午五時四十五分

Opening Hours

Monday to Friday : 9:00 a.m. to 5:45 p.m.

查詢

如需要進一步查詢，請聯絡我們：

歷史檔案館，政府刊物中央保存圖書館
九龍觀塘翠屏道13號
香港歷史檔案大樓1樓
電話：2195 7728, 2195 7724
傳真：2804 6413

網址：www.grs.gov.hk

電子郵件：proinfo@grs.gov.hk

Inquiries

For further information, please contact:

The Central Preservation Library for
Government Publications
The Public Records Office
1/F Hong Kong Public Records Building
13 Tsui Ping Road, Kwun Tong,
Kowloon, Hong Kong
Telephone : 2195 7728, 2195 7724
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