

## 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. (excluding public holidays)**
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 on a first-come, first-served basis.**
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](https://www.grs.gov.hk/en/before_search_our_holdings.html))

Search our holdings

([https://www.grs.gov.hk/en/search\\_our\\_holdings.html](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](https://www.grs.gov.hk/pdf/user_guide_e.pdf))

Contact Us

([https://www.grs.gov.hk/en/contact\\_us.html](https://www.grs.gov.hk/en/contact_us.html))

**Enquiry**

If you have any enquiries regarding the opening hours of Search Room on Saturdays, please contact us by telephone at 2195 7700 or email at [proinfo@grs.gov.hk](mailto:proinfo@grs.gov.hk).