

**Arrangements on Services of Public Records Office  
of Government Records Service from 4 to 8 February 2020**

**Conditions**

1. Areas of the building open to public: Search Room including Reference Services Area on 1/F, Hong Kong Public Records Building.
2. Scope of service:
  - (a) Loan and circulation service for reserved holdings; and
  - (b) Self-service reproduction services
3. Reservation request for **weekdays**:
  - (a) Submission of reservation request at least 1 working day (before 12:00 noon Hong Kong Time) 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.
4. Reservation request for **Saturday**:

Please refer to  
[https://www.grs.gov.hk/pdf/Extension\\_of\\_Opening\\_Hours\\_of\\_Search\\_Room\\_on\\_Saturdays\\_e.pdf](https://www.grs.gov.hk/pdf/Extension_of_Opening_Hours_of_Search_Room_on_Saturdays_e.pdf)
5. 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 points (3) and (4) or received our confirmation, you will not be able to inspect our

holdings.

**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))

Visit Us

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

**Enquiry**

If you have any enquires regarding the arrangements, please contact us by telephone at 2195 7700 or email at [proinfo@grs.gov.hk](mailto:proinfo@grs.gov.hk).