

**Latest Arrangements on Services  
of Public Records Office of Government Records Service  
with effect from 2 March 2020**

**Conditions**

1. Date and time of the building open to public: **Monday, Wednesday and Friday (9:00 a.m. to 5:45 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) General enquiries; and
  - (c) Reproduction services
4. Maximum number of appointments to be received: 15 appointments on each day on a first come, first served basis.
5. Reservation request:
  - (a) Submission of reservation request **2 calendar days in advance (before 12:00 noon Hong Kong Time, e.g. submit the request on or before Monday 12:00 for visit on Wednesday, or submit the request on or before Wednesday 12:00 for visit on Friday)** 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.
6. Confirmation of reservation request: Confirmation email and phone call to reconfirm reservation (whenever possible) will be provided to users **2 calendar days 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.

## **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 21957700 or email at [proinfo@grs.gov.hk](mailto:proinfo@grs.gov.hk).