

**Latest Arrangements on Search Room Services
of Public Records Office of Government Records Service
with effect from 4 May 2020**

Conditions

1. Opening hours by prior appointment:

Mondays to Fridays: Within 9:00 a.m. and 5:45 p.m.

Saturdays: 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) Onsite loan and circulation service (Mondays to Fridays only)

- (b) Loan and circulation service for reserved holdings;

- (c) Introduction of searching function of online catalogue @PRO and digital holdings; and

- (d) Reproduction and self-service reproduction services (on Saturdays, only self-service reproduction services will be available and receipts will be available from the next working day).

4. Maximum number of appointments to be received: 15 appointments on each open day on a first-come, first-served basis.

5. Reservation request:

- (a) **Mondays to Fridays:** Submission of reservation request **from 1 working day (before 12:00 noon Hong Kong Time) to one month in advance** through online catalogue @PRO (<http://search.grs.gov.hk/>).

- (b) **Saturdays:** 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/>).

- (c) 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 on Saturdays will not be entertained on the date of visit.**

6. Confirmation of reservation request: Confirmation email will be provided to users **one working day prior to 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)

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 latest arrangements on Search Room services, please contact us by telephone at 2195 7728 during the Public Records Office's opening hours or email at proinfo@grs.gov.hk.