

GOVERNMENT RECORDS SERVICE
PUBLIC RECORDS OFFICE
SELF-SERVICE PHOTOCOPYING FACILITIES
CONDITIONS OF USE

Users of self-service photocopying facilities in the Government Records Service Public Records Office must observe the following conditions of use:

- i) No official receipt will be issued for this service.
- ii) This service is confined to reproduce the holdings of the Public Records Office (PRO).
- iii) Any copying of copyright works is a restricted act under the “Copyright Ordinance”, (Cap 528) Laws of Hong Kong. Users shall make sure that they do not infringe any copyright or other intellectual property rights when making photocopies. A copy of the “Copyright Ordinance” is available for reference at the photocopier and on request at the counter.
- iv) Users shall be fully liable for any loss or damage caused to the Government by reason of his/her infringements of copyright or any other intellectual property rights.
- v) Users should note that there are circumstances that prevent the users from reproducing the holdings by using the self-service photocopying facilities, or taking photographs or ordering photocopies of the holdings, such as for the preservation and protection of the holdings and restrictions imposed by the donors or copyright owners.
- vi) Users shall not cause any damage to the photocopying facilities.
- vii) The Public Records Office is not responsible for any damages that may arise from the use of the photocopying facilities.
- viii) Any irregularities shall be reported to Public Records Office staff immediately.
- ix) Permission to use the photocopying facilities is at the discretion of the archivists.
- x) Users who fail to comply with these Conditions of Use may be requested to leave immediately.

Public Records Office, Government Records Service
14 April 2015