



## **Public Records Office of Government Records Service Audio-Visual Room Rules**

### **Conditions of Use**

1. Use of the Audio-Visual Room other than the purpose for which it is intended is not allowed.
2. Users are required to fill in a request form on each occasion they request to use the facilities.
3. Users must listen to the audio-visual materials through a headset at an assigned video television.
4. Users are not allowed to bring in recording equipment or to make a recording of the audio-visual materials in the audio-visual room.
5. After using the service, users are required to leave the Audio-Visual Room and return the loaned materials to the Service Counter.
6. Users are required to observe the "Using the Search Room" Rules.

### **Reservations**

1. Users may make advanced booking for the same day.
2. Each booking is 1 hour. More than one booking is acceptable only if the video televisions are available.
3. When making a booking, users must fill in a request form.
4. Users who fail to turn up after 10 minutes of the appointed time may lose the booking if another eligible user is waiting.
5. Bookings are not transferable.

### **Enquiries**

For enquiries on the use of audio-visual room facilities, please contact the PRO staff at 2195 7700.