

**Leisure and Cultural Services Department  
Antiquities and Monuments Office**

**The Hong Kong Heritage Discovery Centre**

**Regulations Governing the Public Use of Reference Library**

**Use and Admission**

1. Unless with the permission of the Library staff or accompanied by an adult, a person under 12 years old should not enter or use the Reference Library.
2. Please do not bring any bags, luggage or any umbrella to the Library. Please deposit it in the Cloak Room at the Main Entrance Lobby.
3. The Library staff reserve the right of refrain any user from accessing the Reference Library or the library collections.
4. The Library staff reserve the right to ask any person not using the library materials to leave.
5. The Library staff reserve the right to ask any person not using the library materials properly and correctly to leave.
6. No newspaper, personal books are allowed to bring into this library. Readers can only read library materials of this library.

**Behaviour in Library**

7. Please be considerate and keep quiet and clean in the Library. Smoking, eating, drinking, sleeping, speaking loudly and use of mobiles phones or pagers are not allowed.
8. To avoid causing disturbance to other users in the library, please switch off your mobile phone and pager or switch them to the silent/vibration mode.
9. Please do not leave your belongings unattended. The Library is not responsible for the safe and/or loss of personal property brought to and/or left in the library.

10. Readers must not engage in conduct which damages or is likely to damage any part of the library or any library material, equipment in a library, or disturb other readers, otherwise, the library staff may stop or ask him/her to leave the library.

### **Use of Library Material**

11. All publications, periodicals and archive materials are not for lending. They must only be viewed or used in the Reference Library for academic research purpose.

12. Readers may be free to take reference material from the open shelves. Please put the materials to the book trucks after reading for library staff to put them back in the same place. Please **do not** put the materials back to the shelves on your own after reading.

13. Please request for viewing closed stack materials at least two working days in advance either by telephone (2208 4428) or in writing (Fax no.: 2377 9792). Please collect and use the reserved materials in the library on the confirmed date and time of viewing, otherwise the request will be cancelled. Readers would be required to complete a request form for viewing the said materials.

14. Please request for viewing research archives in writing (Fax no.: 2377 9792) for approval. After the approval (2 to 3 working days), please collect and use the archives in the library on the confirmed date and time of viewing, otherwise the request will be cancelled. Readers would be required to complete a request form for viewing the said archives.

15. A person may obtain any closed stack library materials/ archives from the library counter for consultation and use in the library by following the procedure prescribed by the librarian.

16. Any person who obtains any closed stack library materials/ archives from the reference library counter shall ensure that the library materials when issued to him/her is complete and undamaged.

17. Please take care of all reference materials. Please do not press write, mark, fold, tear, mutilate or take away any publications, periodicals and archive materials.

18. All library materials are for reference only. The Library cannot control, nor is responsible for the accuracy or content of the information gathered from the archive materials or on the publications and periodicals.

## **Photocopying Services & Copyright Issues**

19. Some library materials are not available for viewing and photocopying due to copyright and other concerns.
20. The decision to permit photocopying and reproduction is based on the copyright status of the publications, periodicals and archive materials. Readers requesting for photocopying and reproduction are required to complete a request form.
21. All copyright works are protected by the 'Copyright Ordinance'(Cap.528 HK). Please do not infringe any copyright when making photocopies.
22. Photocopying services are provided only on condition that the photocopies are made solely for academic research and /or private study purposes. Readers requesting for photocopying is required to complete a declaration and undertaking according to the provisions of the Copyright Ordinance (Cap.528 HK).
23. Please respect copyright. Library users may consult the webpage of the HKSAR Government for details of the 'Copyright Ordinance' (Cap.528 HK) on the internet or borrow a copy of the Ordinance from Library Staff at the counter.
24. The Library shall not be held responsible for any infringement of intellectual property rights or other laws which a user may commit in making use of materials made accessible through the Library.
25. Privately owned video and audio tape recorders, or any reproduction appliances, should not be used in the library. Personal computers may be used only on condition that the library staff is informed and approval is granted from the officer-in-charge of the Library. Please use your own batteries for the operation of personal computer upon obtaining the approval from the Library. There is no electricity supply service for personal computers in the library.
26. For any public display, publication or other usage of the reproduced item(s), subject to clearance of copyright with the rights owner by the applicant, please acknowledge “Antiquities and Monuments Office, Leisure and Cultural Services Department” in the credit listing.
27. Photocopying service will stop one hour before the close of the library.

### **Using Audio-visual Equipments**

28. Except the library staff no person shall handle or operate any audio-visual equipment other than a headset or volume control switch.
29. No person shall listen to the sound-track of a film other than through a headset supplied by the library.
30. No person shall switch on or keep switched on any volume control switch unless the headset affected thereby is worn over the ears.
31. No person shall on one occasion view more than one film or view the same film more than one time.

### **Using Computer in Library**

32. Computers in library are used for checking online library catalogue and browsing heritage- and history- themed subjects on the Internet. Please do not browse illegal or inappropriate website.
33. If there is no request from other readers, readers can use computers for not longer than 30 minutes at one time.
34. If other reader has made a request to the library staff for the use of computer, reader shall finish his/her browsing and checking within 15 minutes and let other readers to use the computer.

### **Other Regulations and Notice**

35. This Library is under security camera surveillance and recording.
36. Our stock is electronically protected. Please ensure that no unauthorized books and reference materials are brought with you before passing the aisle.
37. Users of the library materials shall indemnify the Library against any losses, damages or expenses incurred to the Library arising from a breach of these guidelines. A charge will be

made for any library material lost or damaged, which will be such sum as the Library staff considers necessary to replace the library material or set of library materials which the library material forms a part.

38. Handling request for photo reproduction and sale of books will stop one hour before the close of the library.

39. Taking photos is not allowed in this Library.

40. For security reasons, the Library staff, if required, reserve the right to request you to show your belongings for inspection when you leave.

41. This Library reserves the right and is entitled to change, alter, add, delete, suspend, revise and update all information on this “Regulations Governing the Public Use of Reference Library” at any time at its absolute discretion without giving any reasons and prior notice.