

## **Rules on Use of Services of the Legislative Council Archives**

The Legislative Council Archives ("the Archives") preserves unique records of enduring value and makes them available for Members and staff of the Legislative Council. Members of the public may access these records in the designated Archives Reading Area. In order to protect these valuable resources so that they will remain accessible and usable for generations to come, users are requested to observe the following Rules:

1. First time users are required to register online for a Reader's Account at LegCo Archives to consult archival records. Users may be asked to produce photo proof of identity.
2. Users under the age of 14 should be accompanied by an adult relative, teacher or friend.
3. Bags, umbrellas, raincoats and any items not reasonably required during records inspection should be kept in the lockers provided at the Main Lobby or in such other places as required by the Archives staff.
4. No food, drink, gum, candy, tobacco, pens, scissors, cutters, sticky tapes or any objects which may pose a threat to the preservation of archival records are allowed in the Archives Reading Area.
5. Users should conduct themselves in an orderly and quiet manner. Mobile phones, pagers, and other beeping/ringing devices should be turned to silent mode, and phone calls should not be made.
6. Users may have access to a maximum of six records at the Archives Reading Area at any one time.
7. All archival records and material must be handled with great care without causing any damage. Users should wear the provided clean cotton gloves and turn pages slowly and carefully to minimize damage to documents.
8. Users must not re-arrange archival records in any way or mark, highlight, trace, fold, alter or remove any documents from archival records.
9. Users may use a lead pencil or laptop computer or similar portable device in taking notes. No copies should be made of the issued archival records or material in any manner without prior permission of the Archives staff.
10. Only plain paper may be used as a bookmark. Post-it notes, paper clips or any objects which may cause damage to records should not be used.
11. Users should not lean on archival records or use them as support for writing. Archival records must remain on the table before they are returned to the Archives staff. Opened bound volumes must not be placed face downward on the table.
12. Any damaged or missing documents should be reported immediately to the Archives staff.
13. Users must return all the issued records and material to the Archives staff before leaving the Archives.
14. Users may be denied access to archival records and/or archival services and facilities if they refuse to follow these Rules.
15. The above Rules are subject to review and may be changed as and when required.