



Hong Kong Public Library

Conditions of Use of the Computer and Information Centre

1. The library provides free computer facilities to the public. All people aged 12 or above are welcome to use the facilities.
2. Prior registration for the use of computer facilities is required. To register, valid identification documents such as Library Card issued by the Hong Kong Public Libraries or Hong Kong Identity Card shall be produced.
3. Eligible users may make reservation by phone or in person no more than seven days prior to and inclusive of the intended date of use; or they may register on the spot for the use of any unreserved workstations. Each eligible user may register for or reserve at most two one-hour sessions per day.
4. For users who fail to turn up within 10 minutes from the starting time of their reserved sessions, their reservations shall be cancelled. The sessions concerned, whether single one or two consecutive ones, shall be released to other eligible users in the queue.
5. Users are strictly prohibited from sending any unsolicited electronic messages (whether of commercial or non-commercial nature) or accessing websites containing materials which are obscene, indecent, violent, disgusted, libellous, threatening or discriminatory in nature or engaging in online games or gambling. They are also not allowed to bring their own CDs, CD-ROMs, VCDs, DVDs, or any computer software for use in the Centre.
6. Users are advised to log off all online user accounts and close the browsers before leaving the workstations for the sake of personal data protection.
7. The library is not responsible for any loss or damage that may arise from the use of its facilities.
8. With the permission of the librarian, users may print out or save on diskettes or USB memory devices their own created files, but they shall scan their memory devices for virus before operating them on the workstations.
9. Readers using the printing facilities in the library to make print-outs shall pay printing charges. Please refer to the notice at the Centre or ask the staff for details on printing charges. To encourage the use of library computer facilities for personal studies, readers are welcome to bring their own A4 paper to print, free of charge, a single copy of any documents (except photographs) created by themselves and for which they own the copyright.
10. Copying of copyright work is an act restricted by the Copyright Ordinance. Users shall make sure that there is no infringement of copyright when using the facilities in this Centre for printing, scanning, downloading and Internet surfing.
11. All software provided by the Centre shall be used in accordance with the terms and conditions of relevant licensing agreements. Illegal duplication of any software or files from the workstations in any form is strictly prohibited.
12. Users shall be considerate to others. They shall remain quiet and shall not eat, drink, sleep, or smoke in the Centre. Mobile phones or pagers shall be switched off or set to the silent or vibration mode.
13. Users shall not leave their belongings unattended. The library is not responsible for any loss or damage of personal belongings.
14. Users shall not cause any damage to the facilities in the Centre or any changes to the system settings of the workstations.
15. Any irregularities shall be reported to library staff immediately.
16. Users who fail to comply with the Libraries Regulation and these Conditions of Use may be required to leave this Centre immediately.
17. Permission to use the facilities in the Centre is at the discretion of the librarian.