

Conditions of Use for Audio-visual Stations
at Audio-visual Library/Multimedia Library of the Hong Kong Public Libraries

1. Audio-visual Stations are for the use of library audio-visual materials ONLY. Limited Internet service for accessing specific websites is provided.
2. Audio-visual Station facilities are provided by the Hong Kong Public Libraries (HKPL) for members of the public aged 12 or above free of charge. Users under the age of 12 have to be accompanied by an adult.
3. Prior booking for using Audio-visual Stations is available for registered readers of the HKPL seven days in advance (including the date of use). If users want to make a booking for the current day, they should complete the booking procedures 15 minutes before the session begins. Registered readers may use the online computer facilities booking service of the HKPL; book at the service counter by producing valid proof of identity, such as the HKPL library cards or Hong Kong Identity Cards, or by telephone by providing their HKPL library card numbers or identity card numbers.
4. "Library Cards for Guarantor's Use" cannot be used for booking Audio-visual Stations.
5. Registered readers may book a maximum of two one-hour sessions per day.
6. Users are required to log in their booked Audio-visual Stations within 15 minutes before or within 10 minutes after the session begins. If they fail to log in within 10 minutes after the session begins, the booking will be cancelled and the Audio-visual Station will be immediately allocated to other eligible users in the queue. Users may be required to produce their HKPL library cards or Hong Kong Identity Cards for verification purpose.
7. Registered readers may log in and use idle Audio-visual Stations unreserved or with no users in the queue without prior booking.
8. Ticketing Machine for Computer Facilities is for all users to register for an Audio-visual Station or queue up for its availability for the current and next sessions. No registered reader account login is required. The System will automatically assign an Audio-visual Station to the user. Users are required to use the Login Code provided on the ticket to log in the assigned or any idle Audio-visual Station within 15 minutes before and 10 minutes after the session begins, or within 10 minutes after the Audio-visual Station is assigned. If they fail to log in on time, the registration(s) will be cancelled and the Audio-visual Station will be immediately allocated to other eligible users in the queue.
9. Users should leave the Audio-visual Stations after their sessions end.
10. A maximum of 3 items of library audio-visual materials can be selected each time and played at Audio-visual Stations.
11. All audio-visual reference materials and their accompanying materials should only be used within the area of the Audio-visual Library/Multimedia Library. Please put the materials at the designated location or return them to the staff on duty after use.
12. Users are strictly prohibited from sending any unsolicited electronic messages (whether of commercial nature or not) via the library network or accessing websites containing materials which are obscene, indecent, violent, disgusting, libellous, threatening or discriminating 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 Audio-visual Stations.
13. Copying of a copyright work is an act restricted by the Copyright Ordinance. Users shall make sure that there is no infringement of copyright or other intellectual property rights when using the Audio-visual Station facilities for downloading or browsing the Internet or library materials. Please contact the library staff for the full text of the Copyright Ordinance.
14. Users must comply with the terms and conditions of relevant licensing agreements when using computer software in the Audio-visual Station. Changing of the system settings and duplication of software or file(s) from the Audio-visual Station are strictly prohibited.
15. To safeguard their personal data, users are advised to log out from all online accounts, close the browsers and sign off the session before leaving the Audio-visual Station.
16. The library shall not be responsible for any loss or damage arising from the use of Audio-visual Station facilities.
17. Users shall minimise any noise they make to avoid disturbance to other users. Eating, drinking and sleeping are not allowed in the library. Mobile devices should be set to silent or vibration mode.
18. Users shall not leave their personal belongings unattended. Library is not liable for any loss or damage of personal belongings. Library staff are authorised to remove all personal belongings from the Audio-visual Station which have been left vacant for over 15 minutes and to immediately allocate the Audio-visual Station to other eligible users in the queue.
19. Users shall not cause any damage to the library Audio-visual Station facilities.
20. Any irregularities should be reported to library staff immediately.
21. Persons in breach of these Conditions of Use or the Libraries Regulation may be required to leave the library immediately.
22. Permission to use the library Audio-visual Station facilities is at the discretion of the library staff.