



資源中心使用者指引 Resource Centre User Guide

歡迎使用「展城館」的資源中心！展城館的一般場地守則亦適用於資源中心，此外敬請注意以下使用者指引:-

Welcome to the Resource Centre of the “City Gallery”! The City Gallery General House Rules are also applicable to the Resource Centre. In addition, please also observe the following user guide:-

進入及使用資源中心

Use and Admission

1. 未滿 12 歲的人士須獲櫃檯職員許可或由成人陪同，方可進入或使用資源中心之服務。
Unless with the permission of the counter staff or accompanied by an adult, a person under 12 years old should not enter or use the Resource Centre.
2. 請勿攜帶任何大型提包、行李及雨傘進入資源中心。該等物品應存放於展覽館地下大堂的儲物櫃內。
Please do not bring any bag, luggage or umbrella to the Resource Centre. Please deposit it in the lockers located at the ground floor of the Gallery.
3. 櫃檯職員有權要求並非使用本中心資料的人士離開。
The counter staff reserves the right to ask any person not using the Resource Centre materials to leave.
4. 基於公眾安全理由，如訪客人數超出場地限制，櫃檯職員有權即時作出人流管制，而無須預先通知。
For reasons of public safety, if number of visitors exceeds the venue constraints, counter staff reserve the rights to implement instant visiting crowd control measures without prior notice.

在資源中心內的行為

Behaviour in Resource Centre

5. 請保持環境清潔恬靜，使用者只可在閱讀區內飲用場內自動售賣機供應的飲品。
Please be considerate and keep quiet and clean in the Resource Centre. Drinks are only permitted in the Reading Lounge and available from the vending machines.
6. 為免騷擾其他使用者，在資源中心內請關掉流動電話和傳呼機，或設定在無聲／震動模式。
To avoid causing disturbance to other users, please switch off your mobile phone and pager or switch them to the silent/vibration mode.
7. 請小心保管隨身物件，如有任何遺失或損壞，展城館概不負責。
Please do not leave your belongings unattended. The City Gallery is not responsible for the safe and/or loss of personal property brought to and/or left in the Resource Centre.
8. 使用者不可作出任何損害或可能損害資源中心任何資料和設施的行為，以及不可滋擾其他使用者，櫃檯職員有權即時制止或要求相關人士離開資源中心。
Users must not engage in conduct which damages or is likely to damage any part of the Resource Centre or any material and equipment in the Resource Centre, or disturb other users, otherwise, the counter staff may stop or ask him/her to leave the Resource Centre.

使用資源中心內資料

Use of Resource Centre Material

9. 使用者可透過展城館網頁或登入資源中心的網上目錄系統，查閱本中心書刊資料。
Users may search for publications through the City Gallery website or the Online Catalogue System installed in the computers available for public use in the Resource Centre.
10. 資源中心不設外借服務，所有書籍、雜誌及資料，只限於本中心內閱覽，以及作學術研究之用。
All publications, periodicals and materials are not for lending. They must only be viewed or used in the Resource Centre for research purpose.
11. 使用者可從開放式書架上選取閱讀資料使用。完成後請將資料放於指定的「還書站」讓櫃檯職員處理。
Users may be free to take reading material from the open shelves. Please put the materials to the designated "Book Return" after reading for counter staff to put them back in the shelves.
12. 請勿塗污、摺疊、撕裂、毀壞及拿走任何書籍、資料及雜誌，或將其內容拆散、調動、插放其他物料。
Please do not press write, mark on, fold, tear, mutilate or take away any publications, periodicals and materials, or dismantle, redeploy, insert other materials to the contents.
13. 資源中心所有書籍、雜誌及資料均屬參考性質。本中心無法監管它們的內容或其資料的準確性，也不對此承擔任何責任。
All materials are for reference only. The Resource Centre cannot control, nor is responsible for the accuracy or content of the information contained in the publications and periodicals.

使用電腦設施

Use of Computers

14. 訪客如欲使用資源中心的電腦，請向櫃檯職員登記。
Visitors shall register to use the computer in the Resource Centre.
15. 資源中心的電腦只供使用者查閱本中心的網上目錄系統，以及瀏覽與規劃及基建相關的網頁，請勿瀏覽非法或不適當之網頁。
Computers installed in Resource Centre are used for checking of the Online Catalogue System and browsing planning and infrastructure subjects on the Internet. Please do not browse illegal or inappropriate website.
16. 如有其他使用者登記輪候使用電腦，場內最先登記的使用者需於 15 分鐘內完成其檢索及瀏覽工作，並騰出電腦給輪候者使用。如讓出電腦的使用者需繼續其檢索及瀏覽工作，請向櫃檯職員重新登記。
If other user has made a request to the counter staff for the use of computer, user who has registered the earliest shall finish his/her browsing and checking within 15 minutes and let other users to use the computer. If the user who has spared the computer would like to continue his/her browsing and checking, he/she shall register again at the counter.
17. 訪客可於場內使用個人電腦，惟本中心不設電力供應服務，請自備乾電池。
Personal computers may be used. Please use your own batteries for the operation of personal computer. There is no electricity supply service for personal computers in the Resource Centre.

版權事宜

Copyright Issues

18. 有版權的作品均受「版權條例」(香港法例第 528 章)所保護。有關「版權條例」(香港法例第 528 章)條文，可透過互聯網上政府網頁查閱或向櫃檯職員借閱。
Please respect copyright and do not infringe any copyright when making photocopies. All copyright works are protected by the 'Copyright Ordinance' (Cap 528 of the Laws of Hong Kong). Users may consult the webpage of the HKSAR Government for details of the 'Copyright Ordinance' (Cap 528 of the Laws of Hong Kong) on the internet or borrow a copy of the Ordinance from counter staff at the counter.
19. 在使用資源中心的資料時，如有觸犯任何侵犯版權法或其他法律的行為，展城館概不負責。
The City Gallery 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 Resource Centre.
20. 訪客可使用自助服務影印機進行黑白複印。每一張A4及A3大小的紙頁，收費分別為0.5及0.6港元，只限以八達通付款。
Black and white photocopying is available by using self-service photocopying machine. The charge is HK\$0.5 and HK\$0.6 per page of A4 and A3 size paper respectively. Payment can be settled via Octopus only.

其他規例及注意事項

Other Regulations and Notice

21. 資源中心已安裝電子書籍防盜系統，未經許可，請勿攜帶任何書籍及資料離開本中心。
The Resource Centre is installed with Electronic Book Security System. No publications and periodicals should be taken out from the Resource Centre.
22. 倘因違反本「資源中心使用者指引」而造成資源中心所藏資料遺失、損毀，或招致本中心負擔額外的開支，使用者均須作出賠償。
Users shall indemnify and compensate for any loss or damage of any of the properties of the Resource Centre arising from a breach of this "Resource Centre User Guide".
23. 基於保安理由，櫃檯職員有權要求使用者離開前出示所攜帶物品。
For security reason, the counter staff, if required, reserves the right to request users to show their belongings for inspection before leaving.
24. 本資源中心保留權利及絕對酌情權隨時改變、更改、增補、刪除、暫時停載、修訂及更新此「資源中心使用者指引」而無須給予任何理由及預先通知。
This Resource Centre reserves the right and is entitled to change, alter, add, delete, suspend, revise and update all information on this "Resource Centre User Guide" at any time at its absolute discretion without giving any reasons and prior notice.