

龍總文物檔案館使用守則

龍總文物檔案館（下稱"檔案館"）保存獨特珍貴而具有永久保留價值的歷史檔案資料及文物，供本會會員及公眾人士參觀及研究。商會會員及公眾人士可在文物館內參觀有關歷史檔案及文物。為保護這些寶貴的資源，讓後世可以繼續觀賞，請參觀人士遵守下列守則：

1. 任何人士須與檔案館職員預約，預約成功後及由當值職員陪同下方可進入本會檔案館。
2. 預約參觀請於參觀日期前最少 5 個工作日把填妥的參觀申請表格電郵、傳真到本商會預約參觀時間。
3. 電郵或傳真申請參觀如預約成功，檔案館將會電郵、傳真或電話確認。如距離預約參觀日期 3 個工作天仍未獲回覆，請致電與檔案館職員聯絡。
4. 參觀檔案館的人士須填妥讀者證申請表。館方職員或會要求使用者出示附有相片的身份證明文件作核實用途。
5. 由於空間有限，檔案館於同一時間內最多只能容納 15 人參觀，如參觀人數超過限定人數，需分批進入檔案館參觀。
6. 如需導賞服務，一般約為半小時，如需加長時間，可在預約申請參觀時提出。
7. 14 歲以下的使用者應由一名成年親屬、老師或朋友陪同。
8. 手提袋、雨傘、雨衣等物品，應存放在地下大堂的貯物櫃或檔案館職員指定的地方。
9. 任何食品、飲品、口香糖、糖果、煙草產品、筆、剪刀、切刀、膠紙或任何會對保存歷史檔案及文物構成威脅的物件，不得帶進檔案館內。
10. 參觀人士應遵守秩序，保持安靜。手提電話、傳呼機及其他響鬧裝置應設定為靜音模式，並且不應在館內撥打電話。
11. 參觀人士不得觸摸或移動館內的展示品，如有損毀，本館保留追究責任權利。
12. 使用者如拒絕遵守此等守則，或不獲准進入檔案館內及／或享用館內導賞服務和設施。
13. 有需要時，上述守則會予以檢討並作出更改。
14. 本館保留一切更改守則的權利，不會預先告示。

House Rules of KCC Historical Exhibit

KCC Historical Exhibit (KCC Archives) houses and preserves records and artifacts with historical and intrinsic values. Access of these records and artifacts is provided to the members of the chamber and the general public. In order to preserve this valuable collection, visitors are abided to follow the House Rules listed below.

1. Visitors must make appointment with the staff, and only successful applicants are allowed to enter the KCC Archives with the company of KCC duty staff.
2. Application visit form must be submitted at least 5 working days before the visitors' proposed visit date.
3. Applicants, who have submitted their application forms, but have not received confirmation 3 days before proposed date, please contact our staff.
4. Visitors must fill up application form. KCC staff might require visitors to show their identification card with photo for security purpose.
5. Due to space limit, not more than 15 people are allowed into KCC Archives at the same time. Visitors will be requested to divide into groups to take turns to enter KCC Archives, if there are more than 15 visitors.
6. Each guided tour is conducted for only 30 minutes. Longer guided tour will be conducted by request during application.
7. Visitor below 14 years old must be accompanied by an adult or he or she will be rejected from entering.
8. Handbag, umbrella, rain coat or any personal items must be placed at the lobby or designated area as instructed by KCC staff.
9. Any food, drinks, ink pens, scissors, cutter, sticky tape or any item that may damage our collection, are denied from bringing into KCC Archives.
10. Visitors must conduct orderly and silently throughout the whole visit. Hand phones, pagers or any device with alarm function must be switched off or turn to silent mode, phone calls are not allowed in KCC Archives.
11. Visitors are not allowed to touch the exhibit items, and will be held account for any damaged item.
12. Users may be requested to leave KCC Archives if they refuse to follow the House Rules.
13. The above Rules are subject to review and may be changed as and when required without prior notice by KCC Archives.