

A Researcher's Guide to Reference at the HKHP Archive

General

Eating is prohibited in the research areas. Only water is allowed.

Persons desiring to use cameras, sound recording devices, or computer equipment must obtain permission to do so and shall work in areas designated by HKHP staff. The computers provided are available for approved research purposes only.

The amount of materials given to a researcher at any given time will be determined by HKHP staff.

Notes must be taken with a lead pencil. Ink, in any form, may **not** be used.

White gloves (provided by HKHP) must be worn at all times when handling documents.

The Archive

The HKHP Archive collection dates back to 1880. Records are made up of Minute Books and papers which range from fragile and confidential to robust and open-access. Researchers must send a detailed outline of their research scope before access to the Archives is accepted.

Original order: A researcher must keep unbound records in the order in which they are delivered to the researcher. Records that appear to be in disorder must not be rearranged by the researcher, but should be referred to the research room attendant. Researchers are not to remove records from more than one container at a time. Papers are generally in chronological, alphabetical, or some other established order. If each item in a folder is turned like a page, the existing order in the folder will be preserved. Please notify a staff member if any pages appear to be misfiled or out of order. Please do not re-arrange existing order and do not remove pages from files.

Care of records: Researchers must exercise all possible care to prevent damage to records. Records must not be leaned on, written on or over, folded anew, traced, marked with post-it notes or other sticky labels, or handled in any way likely to cause damage. Exceptionally valuable or fragile records may be used only under the conditions specified by the research room attendant.

Duplications: When ordering copies, HKHP staff will instruct the researcher in how to identify documents to be copied. Patrons are **not** to remove items from folders but return items to original location and give whole unit (folder, box) to attendant. All copying of records will be done by HKHP staff. Full record series will not be reproduced. See HKHP's Reprographics Policy for prices and policies.

Copyright: The Archives holdings are not to be circulated outside the Archive. Researchers may not remove records from the Archive. Duplications are for the use of the researcher only and should not be circulated to third parties.

Restrictions: The use of some materials, especially those of recent date, are subject to restrictions. Staff will advise the researcher of any applicable restrictions at the time the records are requested.

Publishing rights: All responsibility for infringement of legal copyrights is assumed by the user of the materials. Permission to publish any archival material in its entirety or a substantial portion thereof must be requested in writing prior to publication. A copy of any work containing items from our holdings is required to be deposited with us at the time of publication. See HKHP's Application for Permission to Publish for prices and policies.

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Oral History Interviews

HKHP's oral history interview collection is a valuable historic resource and one that must be protected and cared for in an ethical manner. In this sense the Archive puts the interests and wishes of the interviewee above any research requests.

Transcripts, synopses and oral history DVDs are to be viewed in-house only.

Copies of transcripts can be made dependent on the interview's consent form. Only hard copies will be given (no electronic copy).

DVD copies of interviews will not be reproduced.

Photographs

The Archives holds a collection of original photographs dating back to the 1950s. Our digital image library holds images dating back to the 1930s.

Digital Image Database: Researchers must discuss their photographic research interest with a member of HKHP staff, who will help locate images for the researcher.

Care of photographs: Users must wash their hands prior to handling photographs and wear white gloves at all times. Negatives will not be given to researchers. Original order of the photographs must be maintained and care taken when handling images. If photographs are stored in polythene bags, care must be taken to properly seal and close the bag when finished.

Publishing rights: Publication of HKHP photographs depends on the use of the image rather than the user. See HKHP's Application for Permission to Publish for prices and policies.

Duplications: Copies of photographs are only to be made by HKHP staff using the Archives scanner. Users can refer to the Reprographics Policy or discuss with staff members regarding policies, prices and image resolution and storage options.



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