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1. 任何人擬到訪檔案部，查閱東蓮覺苑檔案，必須先填妥「查閱東蓮覺苑檔案部檔案申請表」。

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2. 因應個別情況，東蓮覺苑檔案部有權拒絕申請而不作解釋。

Tung Lin Kok Yuen Archives reserves the right to deny access for whatever reason, Tung Lin Kok Yuen Archives is under no obligation to provide an explanation.

3. 東蓮覺苑檔案部的辦公時間為星期一至五，上午十時至下午五時，星期六、日及公眾假期休息。

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4. 東蓮覺苑檔案部不設外借服務，全部檔案，只限於檔案部內閱覽及使用。

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5. 因版權、修復或其他原因，部分檔案不予借閱。

Some of the archives are not available for viewing due to copyright, preservation or other concerns.

6. 如需影印資料，請先填妥「檔案影印申請表」並呈交檔案部職員。如檔案狀況不合適進行複製，檔案部將不會為申請者進行影印。

Please fill the “Application Form for Photocopy of Archives” when photocopies of archives is required. Please note that Tung Lin Kok Yuen Archives will not copy archives if this is likely to result in damage to the archives.

7. 所有東蓮覺苑檔案部擁有的檔案版權在任何時間均屬東蓮覺苑。檔案部允許申請人複製或使用有關檔案，僅限於作聲明中所列用途。除此之外，申請人不可將檔案作其他用途。

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When using the photocopies of archives provided by the Tung Lin Kok Yuen Archives in any forms, the applicant must indicate the source of information and provide due acknowledgement to the Tung Lin Kok Yuen where appropriate.

9. 為保護東蓮覺苑的檔案，請勿在檔案部內飲食。

Foods and drinks are not allowed in the Tung Lin Kok Yuen Archives.

10. 為確保檔案得到妥善的保護，謹請遵守以下守則：
- 小心使用檔案，切勿塗污、摺疊或撕裂檔案，或對檔案造成任何形式的損毀；
 - 切勿放置物件或把雙手擱在檔案上；
 - 切勿調亂檔案原來的次序；
 - 切勿把檔案帶離檔案部的範圍；
 - 請穿戴棉質手套翻閱檔案。

To ensure the continued physical and intellectual integrity of the archives, please:

- handle all archives carefully and do not to mark, fold, tear, or otherwise harm them in any way;
- do not to put any objects or rest your arms on the archives;
- maintain the archives in the order in which they are arranged;
- do not to remove the material away from Tung Lin Kok Yuen Archives;
- wear cotton gloves when handling archives.

11. 為保護檔案，如果原件和副本並存，則只會提供副本以供查閱。墨水筆、圓珠筆、顛頭筆及塗改液等文具所含的化學物質會對資料造成損害，所以在檔案部內只能容許以鉛筆作為書寫工具。如有需要，您可向檔案部職員借取鉛筆使用。

For the sake of enhancing the preservation of our archives, the original copy of archives may not be provided if viewing copy is available. Since chemical substances in fountain pens, ball pens, and correction pens may damage our archives, you are advised to use pencils only in the Tung Lin Kok Yuen Archives. Pencils are available at the Archives upon request.

12. 在查閱檔案時，務請保持肅靜，不可使用手提電話通話。

Please be quiet and self-disciplined in Tung Lin Kok Yuen Archives. Tele conversation is prohibited in the Archives.