

Undertaking on Access and Use of Archival Materials

Hong Kong Baptist University (the “**University**”) Library is committed to providing access to its collection of archival materials, as set out in the Special Collections and Archives User Services Guide (<https://library.hkbu.edu.hk/using-the-library/branch-libraries-and-special-collections/special-collections-archives/>). In accessing archival materials, the undersigned confirms and undertakes to comply with the following terms and conditions in this Undertaking:

1. I have read and understood the User Services Guide, and undertake to observe and abide by the terms and conditions set out therein and in this Undertaking.
2. Save as otherwise permitted by Library staff, I agree to use the archival materials only for study and research purposes
3. I understand that I shall be responsible for compliance with applicable copyright and data privacy laws, including but not limited to the Personal Data (Privacy) Ordinance (Cap.486 of the Laws of Hong Kong) in relation to my use of the Archival Material.
4. I shall not extract from any archival material and include any archival material in my research in a form that identifies any individual without the consent of the data subject concerned.
5. I agree to observe and abide by a duty of confidentiality in relation to any confidential information in the archival materials.
6. Save as otherwise permitted by authorised staff of the Library, any photocopying or notes of the archival materials can only be used for study or research purposes and must be kept securely and disposed of safely when they are no longer in use.
7. I further accept and agree that:
 - (i) I shall indemnify and keep the University indemnified against all damage, loss, claims, demands, expenses and costs (collectively, the “**Losses**”) as a result of any intentional or negligent breach of any provision in this Undertaking, and that the University is entitled to commence legal proceedings against me for compensation caused by such breach and the recovery of the Losses; and
 - (ii) in addition to the University’s rights under paragraph 8 (i), in the event of any breach or threatened breach of any provision in this Undertaking, monetary compensation may not be a sufficient remedy and the University shall have the right to obtain and be immediately granted an injunction to restrain the said breach or threatened breach.

8. This Undertaking shall be construed in accordance with the laws of the Hong Kong Special Administrative Region.

Signature:

Name:

HKID/Passport

(first three digits):

Date:
