



## **THE DISTRICT COURT LIBRARY**

***Apart from the Judges, Judicial Officers and Judiciary staff, the District Court Library also serves (a) legal practitioners and their employees; (b) law students and (c) litigants preparing for a coming court hearing.***

### **1. Opening Hours**

Mondays to Fridays

8:50 a.m. – 6:00 p.m.

Saturdays, Sundays and Public Holidays

Closed

### **2. Admission to the Library**

(a) Holders of a Judiciary library card; and

(b) Litigants granted with authorization for temporary admission.

### **3. Application for a Judiciary Library Card**

The following categories of persons, who hold a Hong Kong identity card, may use the High Court Library or District Court Library by payment of the specified annual fees for a library card:

(a) local barristers/solicitors in practice or pupil barristers/trainee solicitors or government counsel	NIL
(b) corporate lawyers or foreign lawyers who are currently registered with the Law Society of Hong Kong	\$425
(c) law students	\$85
(d) employees of item 3(a) or 3(b) or any person whose work is related to court cases, such as legal journalists, court case reporters, etc.	\$170

Applicants are required to complete an application form, and present documentation, as detailed in Judiciary Library Notice No.3.

### **4. Application for Temporary Library Admission by Litigants Preparing for a Coming Court Hearing**

A litigant preparing for a coming court hearing may use the District Court Library for a specified period with written authorization issued by the Library. Please read Judiciary Library Notice No.4 for further details.

**The Judiciary Administrator reserves the right to decline any applications for a Judiciary library card or temporary library admission.**

### **5. Borrowing of Books**

(a) Only Library card holders of item 3(a) are permitted to borrow books from the District Court Library:

- (i) They may borrow books from the District Court Library after 4:00 p.m. from Mondays to Fridays. They must return the books by 9:45 a.m. the next working day.
- (ii) If they are appearing in a case before the District Court, they may, for this purpose, borrow books from the District Court Library during the Library opening hours on that day. They must return the books to the Library before its closing time on the same day.

(b) When a book borrowed is not returned before the specified time on the due date, the borrower will have to pay a late charge of \$50 per day or part of the day.

(c) Books marked 'not to be taken away' or with red labels on the book spines and judgment bound volumes are not for borrowing.

(d) Readers or borrowers should report to the Librarian/Library staff immediately if they notice any defect in or damage to a book. They will be held responsible for any loss or damage to any books in their charge.

### **6. Other Matters**

(a) Smoking, eating and drinking are prohibited in the District Court Library.

(b) Library users should not cause a nuisance to any person in the District Court Library.

(c) Library users are to be responsible for safe custody of their personal belongings.

(d) The Judiciary Administrator may, by notices displayed in the District Court Library, make provisions for the maintenance of order and the proper use of the Library.

(e) The Judiciary Administrator may suspend the right of any library users to use the District Court Library if they fail to comply with the above and/or other library notices.