

## Regulations for consultation of the Historical Archives of the European Union Reading Room

The Historical Archives can be accessed by anyone who agrees to comply with the provisions laid down to this effect in regulation [EC, Euratom] N° 1700/2003 on transparency and regulation [EC] N° 45/2001 on personal data protection.

### Admission

Researchers are kindly requested that on their arrival they present themselves at the reception desk of the reading room.

The request form for consultation of the archives is available at reception. For academic and statistical reasons the scope and subject of the research must be clearly stated (and if applicable the name of the Director in charge of the research). Should the researcher change the subject of his research, he must complete a new consultation request form

Coats and bags must be left in the apposite lockers. Only pens, papers and portable computers can be brought into the reading room. **Drinks and food are not allowed.** Mobile phones must be set at « silent » mode.

### Consultation

Finding aids exist for every fonds (printed inventories or on-line). The reference service consists essentially in directing researchers to the most appropriate documents for their research topic and in presenting the inventories which correspond to the documents.

Researchers can consult a maximum of 3 documents at any one time. The document ordering form shall mention only one record code (except when the file numbers are consecutive) that of the document requested.

The researcher is requested to return the files – **in good order** – to the reception desk after consultation. He must not pass the documents to a third person without them having first completed the request form for consultation.

Where possible the documents will be made available in microformat to the users.

When the researcher is unable to finish his study of a document in one day, he has the possibility of putting the file in deposit for consultation during the following days. Any document which is not consulted during the subsequent 5 days shall be put back into the storage area.

The consultation of certain private fonds<sup>1</sup> is subject to prior written authorisation by the depositor.

### **Reproduction**

- The photocopying of originals can only be carried out by the staff member present at reception.:

Photocopies cost 0,08 €per page.

Fonds coming from Community Institutions (EC): **No limits.**

Fonds coming from deposits or private collections (DEP and COL): **limited to 500 photocopies per fonds/collection, per researcher, per annum.**

Fonds from the archives of the Foreign Ministries of Member States of the EU: **are strictly limited to 300 photocopies per fonds, per researcher, per annum.**

Fragile original documents or documents in bad condition must not be photocopied.

- All digital copying of documents (by digital camera or mobile phone) must be previously requested by using the apposite forms which are available at the reception desk.

**The researchers are obliged to submit free of charge a reprint or copy of works produced with substantial use of archival documents of the Historical Archives, immediately on publication.**

Florence, 8 November 2010

Jean-Marie Palayret

Director



<sup>1</sup> Ernesto Rossi, Pier Virgilio Dastoli, Klaus Meyer (Partially), Interviews