

Regulations Governing the Use of the Historical Archives of the European Union in Florence (HAEU)

General Rules

Section 1 – Legal Basis

The policies of the Historical Archives of the European Union (hereafter referred to as the Historical Archives) are governed by [Council Regulation No. 2015/496 \(EU\)](#), notwithstanding the application of further legislation and contractual obligations not mentioned here.

Section 2 – Usage Requirements

- 1) All users have to apply for admission to the Historical Archives by handing in the completed admission form. This can be done at the Historical Archives, via mail or via e-mail. The Historical Archive may demand an official document of identification.
- 2) Certain public and private documents held at the Historical Archives are subject to specific access conditions. It is the users' responsibility to adhere to the information provided in the finding aids about these restrictions and if necessary seek for additional permission.
- 3) Users may only use findings gained from documents held at the Historical Archives for the aim stated in their admission form. Any differing use must be reported to the Historical Archives and possible copyright owners by filing a new admission application.
- 4) All users are required to sign a statement confirming that they accept all rules and regulations and that they carry legal responsibility for all violations of the rights of third persons caused by their use of copies and findings gained from documents held at the Historical Archives.

Section 3 – Document Types

The Historical Archives' holdings are made up of paper documents, digital documents, digital copies, microforms, audio recordings, video recordings, photographs and others. It is the Historical Archives' right to decide if an original or a copy is produced to the user.

Section 4 – Duty of Care

All users are duty-bound to ensure the integrity of all documents. They are not allowed to alter or to modify documents in any way, regardless of the physical form they appear in.

Section 5 – Reproduction

- 1) The reproduction of documents entirely or partially is permissible only for non-commercial research, educational purposes and private study.
- 2) The terms “copy” and “reproduction” refer to the production of duplicates by means of quotation, transcription, photocopying, photographing, digitalisation and others.
- 3) The term “document” in this context refers to all materials held at the Historical Archives, such as paper documents, digital documents, microforms, audio recordings, video recordings or photographs and others.

Section 6 – Publication

- 1) Any violations of copyrights or the abuse of personal data resulting from the use of copies of documents held at Historical Archives are solely the user’s responsibility.
- 2) No restrictions apply to the publication of copies of documents in the public domain as long as they are used for non-commercial research, educational purposes or private study. Users shall notify the Historical Archives if broader circulation or any other use is intended.
- 3) The use of copies of public documents in private copyright must be strictly for non-commercial research, educational purposes or private study. Any other use must be approved by the copyright owner.
- 4) The use of copies of restricted documents, public or private, is governed by the admission process. The copyright owner decides on application if the user may publish copies of documents.
- 5) Users have to credit the Historical Archives as their source in all works using findings gained from documents held at the Historical Archives.
- 6) Users have to credit the author of photographs, drawings and other creative works protected by author’s rights. If the author is unknown it must be noted in the credits.
- 7) To cite a document the user shall give the Historical Archives’ full name or the abbreviation and the document’s alpha-numeric reference code, made up of the fonds’ reference code and the file number: Example HAEU for Historical Archives of the European Union, AS for Altiero Spinelli and 123 for file number 123 should read HAEU, AS-123 as the citation to be used.

- 8) To cite a photograph or another creative work the author's name should be given with the citation or if the author is unidentifiable "unknown author" should be given. Example for a known author: Theo Méy/ HAEU, AC-234. Example for an unidentified author: Unknown Author/ HAEU, AS-123.
- 9) Users are required to present a free copy of all work that were produced using findings gained from documents held at the Historical Archives.

Section 7 – Implementation Regulations

To ensure the proper functioning of the Historical Archives, all members of staff are entitled to impose additional rules and measures.

Section 8 – Exclusion

Users, who violate the Historical Archives' regulations, ignore members of staff's instructions, or deliberately give false information in the admission process, may be excluded from the Historical Archives for a period of time appropriate to the gravity of the misdemeanour.

Reading Room Rules

Section 1 – Opening Hours

The Historical Archives' reading room is opened from Monday to Friday from 8.30 to 17.00. It is closed on public holidays, in mid-August and from late December to early January.

Section 2 – Registration

All users are required to register at the reception on their first visit by completing the admission form and on subsequent visits by signing in at the reception.

Section 3 – Search of the Holdings

To search the holdings, users may consult the printed and digital finding aids provided in the reading room and may seek the reference archivists' advice.

Section 4 – Document Request

To request documents, users have to fill in a document request form and hand it in at the reception. Requests will be processed from 8.30 to 12.45 and from 14.00 to 16.45.

Section 5 – Document Usage

- 1) Users may consult up to three documents at once. Users have to return consulted documents to request new ones.
- 2) Users may only consult documents in the reading room.
- 3) Users are not allowed to pass documents to third persons.
- 4) Documents available in microform or as digitalised copies will be presented in said forms. The user has no right to consult the original if an adequate copy can be produced.

Section 6 – Document Reservation

Users may reserve a document's use for up to five working days. The reserved document will be stored at the reception. This only applies for requests made locally, online and distance reservations will not be processed. High demand may lead to the cancellation of prior made reservations.

Section 7 – Duty of Care

All documents have to be treated with due care. All types of tracing or marking are prohibited. Users are expected to report damaged documents to the reception.

Section 8 – Document Return

All documents in use have to be returned to the reception by closing time.

Section 9 – Reproduction

- 1) Users may produce copies of documents according to existing copyright legislation and conservation requirements.
- 2) Users may transcribe documents partially or entirely.
- 3) Users may use a digital photographic camera to reproduce documents. Members of staff are authorised to inspect cameras and deny their utilisation. Flash and sound have to be disabled. Users may request the loan of a digital photographic camera at the reception on a daily basis.
- 4) Users may apply for the permission to reproduce microform or digital documents.
- 5) The production of photocopies is prohibited.

Section 10 – Reference Library

Users may consult the reference library in the reading room. It stocks publications on the history of European integration. All publications must be returned to the reception after usage, special dispensation may be given to regular users.

Section 11 – Internet Access

The Historical Archives provides its users with a free internet connection. Users are granted access once the admission process is completed.

Section 12 – Personal Conduct

- 1) All users are required to be considerate to other people in the reading room and to contribute to a calm work environment.
- 2) All unnecessary noises should be avoided and conversation kept to a minimum.
- 3) The utilisation of mobile phones, dictation machines or similar devices is prohibited.
- 4) Consuming food or drink and carrying either within the confines of the reading room is prohibited.
- 5) Bags, coats and jackets have to be stored in the lockers next to the reception.
- 6) Users may only take graphite pencils writing paper, photographic devices and portable computers to the reading room.

Section 13 – Exclusion

If a user persistently violates the rules and disturbs other users the person at fault will be removed from the Historical Archives and excluded from further admission for a period of time.

Section 14 – Good Faith

All information, materials and documents are provided by the Historical Archives in good faith. In cases of doubt it is always advisable for users to seek the Historical Archives' counsel.

Web Resource Rules

Section 1 – Legal Basis

The policies of the Historical Archives of the European Union (hereafter referred to as the Historical Archives) are governed by [Council Regulation No. 2015/496 \(EU\)](#), notwithstanding the application of further legislation and contractual obligations not mentioned here.

Section 2 – Compliance Declaration

By utilising the Historical Archives' web resources users accept all rules and regulations of the Historical Archives.

Section 3 – Document Access

- 1) The Historical Archives' web resources provide access to the digital finding aids consisting of the documents' descriptions at fonds, dossier and item level.
- 2) Certain documents are freely accessible, their consultation only demands compliance with the rules and regulations.
- 3) Some fonds and documents digitally available are subject to specific access conditions, it is necessary for users to follow the procedure indicated in the fonds' or documents' descriptions. Users may refer to the Historical Archives if further information is needed.

Section 4 – Reproduction

Users may download or print digital documents or copies for non-commercial research, educational purposes and private study only.

Section 5 – Publication

- 1) Publication of document is only allowed as long as it adheres to existing copyright legislation. Users are fully responsible for any violation of copyright legislation.
- 2) The publication of documents in the public domain is not restricted as long as they are used for non-commercial research, education purposes or private study. Users shall notify the Historical Archives if broader circulation or any other use is intended.
- 3) The use of copies of public documents in private copyright must be strictly for non-commercial research, educational purposes or private study. Any other use must be approved by the copyright owner.
- 4) Users have to credit the Historical Archives as their source in all works using findings gained from documents held at the Historical Archives.
- 5) Users have to credit the author of photographs, drawings and other creative works protected by author's rights. If the author is unknown it must be noted in the credits.

- 6) To cite a document the user shall give the Historical Archives' full name or the abbreviation and the document's alpha-numeric reference code, made up of the fonds' reference code and the file number: Example HAEU for Historical Archives of the European Union, AS for Altiero Spinelli and 123 for file number 123 should read HAEU, AS-123 as the citation to be used.
- 7) To cite a photograph or another creative work the author's name should be given with the citation or if the author is unidentifiable "unknown author" should be given. Example for a known author: Theo Méy/ HAEU, AC-234. Example for an unidentified author: Unknown Author/ HAEU, AS-123.
- 8) Users are required to present a free copy of all work that were produced using findings gained from documents held at the Historical Archives.
- 9) Users may not compromise the integrity of documents in any way without gaining permission from the Historical Archives.

Section 6 – Exclusion

Users, who violate the Historical Archives' regulations or deliberately give false information in the admission process, may be excluded from further use of any of the Historical Archives' services for a period of time appropriate to the misdemeanour.

Section 7 – Good Faith

All information, materials and documents are provided by the Historical Archives in good faith. In cases of doubt it is always advisable for users to seek the Historical Archives' counsel.

Appendix – Reference Documents

- 1) [International Rights Statements Working Group: Recommendations for Standardized International Rights Statements. October 2015, updated January 2016.](#)
- 2) [International Council on Archives; Committee on Best Practices and Standards Working Group on Access: Principles of Access to Archives, Technical Guidance on Managing Archives with Restrictions. February 2014.](#)
- 3) [Council Regulation \(EU\) 2015/496 of 17 March 2015 amending Regulation \(EEC, Euratom\) No 354/83 as regards the deposit of the historical archives of the institutions at the European University Institute in Florence.](#)
- 4) [Regulation \(EU\) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.](#)
- 5) [Directive 2013/37/EU of the European Parliament and of the Council of 26 June 2013 amending Directive 2003/98/EC on the re-use of public sector information.](#)
- 6) [Regulation \(EC\) 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.](#)
- 7) [Directive 2001/29/EU of the European Parliament and of the Council of 22 May 2001 on the harmonisation of certain aspects of copyright and related rights in the information society.](#)

Historical Archives of the European Union, 19 September 2016

The Director of the Historical Archives of the European Union

(signed)

Dieter Cornel Schlenker

Admission Form

User Information

Last Name	<input type="text"/>	First Name	<input type="text"/>
Date of Birth	<input type="text"/>	Nationality	<input type="text"/>
Street	<input type="text"/>		
City/ Town	<input type="text"/>	Country	<input type="text"/>
E-Mail	<input type="text"/>		
Telephone	<input type="text"/>		

Research Information

Start Date	<input type="text"/>	End Date	<input type="text"/>
Profession	<input type="text"/>		
Institution	<input type="text"/>		
Research type	<input type="text"/>		
Research subject	<input type="text"/>		

Compliance Declaration

- 1) The undersigned agrees to comply with the rules and regulations of the Historical Archives of the European Union as set out in the "Regulations Governing the Use of the Historical Archives of the European Union in Florence" as of 19 September 2016 and the "Regulations Governing the Use of the Web Resources of the Historical Archives of the European Union" as of 19 September 2016.
- 2) The undersigned declares to conform to copyright and data protection legislation and accepts full liability for all violations of the rights of third persons.
- 3) The undersigned accepts to present a free copy of any publication produced with findings gained from documents kept in the Historical Archives, to the Historical Archives.
- 4) The undersigned agrees that personal data derived from this form will be processed for administrative purposes only, in accordance with European data protection legislation and the European University Institute's provisions.

Florence

Signature