

Rules Governing the Access and Use of the Historical Archives of the European Union (HAEU)

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I. General Rules

- (1) In these Rules, the term “record” refers to all archival material preserved at the Historical Archives, such as paper documents, digital documents, microforms, audio recordings, video recordings, photographs, posters.

Legal Basis

- (2) The policies of the Historical Archives of the European Union (hereafter referred to as “the Historical Archives”) are governed by the following legislation, notwithstanding the application of further legislation and contractual obligations not mentioned here:
 - (a) the Council Regulation (EEC, Euratom) No. 354/83 of 1 February 1983
 - (b) the Commission Decision (ECSC) No 359/83 of 8 February 1983
 - (c) the Council Regulation (EU) No. 2015/496 of 17 March 2015 amending Regulation No 354/83

Admission and Access

- (3) The Historical Archives is committed to providing the broadest possible accessibility to services, resources and activities for its users, respecting principles of equality, non-discrimination and inclusiveness.
- (4) All users have to apply for admission to the Historical Archives by compiling the admission form (also available online), on-site, via e-mail, or by post. The Historical Archives may request an official document of identification.
- (5) Users may only use findings based on documents held at the Historical Archives for the aim stated in their admission form. Any other use must be reported to the Historical Archives and possible copyright owners by filing a new admission application.
- (6) All users are required to sign a statement of compliance with the rules governing the access and use of the Historical Archives in which users agree to take legal responsibility for all violations of the rights of third persons caused by their use of copies and findings based on documents held at the Historical Archives.

Reproduction

- (7) To protect archival material from deterioration, the reproduction of documents entirely or partially in the form of photocopies or scanned copies is prohibited.
- (8) The reproduction of documents, entirely or partially, in the form of quotations, transcriptions, or photographs (no flash), is authorized.

Publication

- (9) The publication and dissemination of reproductions of records preserved at the HAEU is prohibited. Derogations to this rule may be requested for non-commercial uses, academic utilization and educational purposes.
- (10) Users have to credit the Historical Archives as their source in all works for findings based on documents held at the Historical Archives.
- (11) To cite a record, the user shall give the Historical Archives’ full name or its acronym as well as the document’s alpha-numeric reference code, which includes 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 correct form for citation purposes. The European Commission’s archival sources follow a particular rule for citations:

after citing the acronym of the Historical Archives of the European Union (HAEU), the archival reference code indicated in the field 'Original Reference Code' is the one to be cited (f.e. HAEU, BAC129/1983-6).

- (12) Users have to credit the author of photographs, drawings and other creative works. If the author is unknown, it must be mentioned in the credits.
- (13) To cite a photograph or another creative work, the author's name should be cited and if the author is unidentifiable, "unknown author" should be mentioned. Example for a known author: Theo Méy/ HAEU, AC-234. Example for an unidentified author: Unknown Author/ HAEU, AS-123.
- (14) Any violation of copyrights or abuse of personal data resulting from the use of copies of documents held at Historical Archives is exclusively the user's responsibility.

Web resources

- (15) The Historical Archives' web resources, accessible through the European University Institute's website, provide access to the digital finding aids and inventories, which include archival fonds' descriptions at all levels - fonds, dossier and item.
- (16) The website of the European University Institute is made up of all sections and subsections hosted on the *.eui.eu domain and refers to the whole network of web services provided by the EUI. By accessing the Website and the material and information contained herein, the user acknowledges having read, understood, accepted and agreed to the terms and conditions governing its use.

Exclusion

- (17) Users violating the rules governing the access and use of the Historical Archives, ignoring the instructions of staff members, disturbing other users, or deliberately providing false information in the admission process, may be excluded from further use of any of the Historical Archives' services for a period appropriate to the gravity of the misdemeanor.

Data Protection

- (18) The Historical Archives of the European Union (HAEU) protects personal data in its archival collections - archival holdings of EU Institutions, private archival deposits, and historical archives of the EUI - according to the following provisions:
 - a) concerning the Archival Holdings of EU Institutions, the HAEU acts as processor for the depositing EU Institutions and applies data protection in accordance with the control mechanisms of the depositing Institutions and complying with Council Regulation No. 354/83 as subsequently amended, concerning the opening to the public of the historical archives of the European Economic Community and the European Atomic Energy Community, and with Regulation (EU) 1725/2018;
 - b) concerning private archival deposits, the HAEU acts as processor for the depositing organisation or individual and applies data protection according to provisions in the respective deposit agreement and in line with the EUI Data Protection Rules (Decision of the President No.10 of 18 February 2019);
 - c) concerning the historical archives of the EUI, the HAEU acts as processor for the EUI and applies data protection according to the aforementioned Decision of the EUI President.
- (19) The HAEU provides appropriate safeguards, including technical and organisational measures, for the rights and freedoms of the data subjects, listed under Article 16 of the aforementioned Decision of the EUI President. The HAEU may provide derogations from the rights, subject to the safeguards, when such rights are likely to render impossible or seriously impair the achievement of the specific purposes of the HAEU.

- (20) The documents in private archival collections deposited at the HAEU shall be made accessible to the public by decision of the Director of the archives, following an authorisation by the depositing organisation or individual. However, the Director may exclude or limit access to those documents or to parts of them when necessary to protect the interests of data subjects or of institutions that are originators of the documents.
- (21) Any person having been refused access to a document on data protection grounds may address a confirmatory application to the Secretary General of the EUI asking the EUI to reconsider its position. Within 30 working days from receipt of the confirmatory application, the EUI shall either grant access to the document requested or, in a written reply, state the reasons for the total or partial refusal. In the event of a confirmation of the total or partial refusal, the applicant may make a complaint according to Article 27 of this Decision.

II. Reading Room Rules

Opening Hours

- (22) The Historical Archives' reading room is open to researchers 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.

Registration

- (23) All users are required to register at the reception upon their initial arrival, and must sign in at the reception on subsequent visits. Users will be informed of the Archives' rules and consultation procedures during registration.

Internet Access

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

Records Search

- (25) To search archival records, users may consult the digital finding aids provided on the HAEU online database. Users may also seek the reference archivist's advice.

Records Request

- (26) Users can request up to three files at a time. To do so, they must be registered in an active research session, and should add the requested document to their 'cart'. They must subsequently fill in a document request form and hand it in at the reception.
- (27) Requests are processed from 8.30 to 12.45 and from 14.00 to 16.45.

Records Handling

- (28) Users may only consult documents in the reading room.
- (29) Users have to return consulted documents before requesting new ones.
- (30) Users are not allowed to pass documents to third persons.
- (31) To protect the archives deposited at the HAEU from deterioration, no photocopying of archival records is allowed.
- (32) The HAEU can loan a digital photographic device (no flash), on a daily basis upon request at the reception. The user must sign a document for the loan of the device.

- (33) All documents in use must be returned to the reception in due time before the closing of the reading room.

Records Reservation

- (34) 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 reservations.

Duty of Care

- (35) All users are duty-bound to ensure the integrity of all documents, which have to be treated with due care.
- (36) It is not allowed to alter or to modify documents in any way, regardless of their physical form.
- (37) All types of tracing or marking are prohibited, and the original order of items in the file must be strictly respected.

Reference Library

- (38) Users may consult the reference library in the reading room, which is made of publications on the history of European integration.

Personal Conduct

- (39) All users are required to be considerate to other people in the reading room and to contribute to a calm working environment.
- (40) All unnecessary noise should be avoided and conversation kept to a minimum.
- (41) The use of mobile phones, dictation machines or similar devices is prohibited.
- (42) Consumption of food and beverages within the confines of the reading room is prohibited. Water bottles are not admitted in the reading room.
- (43) Bags, coats and jackets have to be stored in the lockers next to the reception.
- (44) Users may only take graphite pencils writing paper, photographic devices and portable computers to the reading room.
- (45) Users may use a digital photographic camera to reproduce documents. Members of staff are authorised to inspect cameras and deny their use. Flash and sound have to be disabled.
- (46) Users may request the loan of a digital photographic camera at the reception on a daily basis.

III. Legal References

- 1) [Council Regulation \(EEC, Euratom\) No. 354/83 of 1 February 1983](#)
- 2) [Commission Decision \(ECSC\) No 359/83 of 8 February 1983](#)
- 3) [Council Regulation \(EU\) No. 2015/496 of 17 March 2015 amending Regulation No 354/83](#)
- 4) [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.](#)
- 5) [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.](#)
- 6) [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.](#)
- 7) [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.](#)
 - 8) [International Rights Statements Working Group: Recommendations for Standardized International Rights Statements. October 2015, updated January 2016.](#)
 - 9) [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, and repealing Directive 95/46/EC \(General Data Protection Regulation\).](#)
 - 10) [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation \(EC\) No 45/2001 and Decision No 1247/2002/EC.](#)
 - 11) [President Decision No. 10/2019 of 18 February 2019 Regarding Data Protection at the European University Institute \(EUI\).](#)

Florence, 23 January 2023

The Director of the Historical Archives of the European Union

(signed)

Dieter Schlenker