

War Heritage Institute (WHI)
Site RMM
Documentation Centre

PROCEDURES

1. Access to public areas

Article 1

§ 1. The reader has access to the reading room and all documentation centre public areas, according to the rules and regulations set by the present document. Access is free. The reader has to present ID upon registration.

The reader receives a copy of the present document.

§ 2. The public does not have access to the offices and storage rooms. Pictograms and panels indicate restrictions.

§ 3. Reading room business hours, as well as the practical guidelines, are posted both in the reading room and on the RMM website.

§ 4. The practical guidelines for obtaining reproductions on paper or digital reproductions are the subject of another document.

2. Registration

Article 2

§5. Every reader has to have a personal access card. The data supplied by the reader are only used for statistics.

§6. The reader reports to the reading room reception desk. The reader is in possession of his/her reader card whenever he/she visits the Centre. The staff member registers the reader. The reader fills out the visitors register. The reader card has to be clearly displayed on the table.

§7. By his/her registration the reader accepts the present procedures. He/she is to follow all directions given by the staff. The reader card has to be renewed annually.

The RMM has the right to withdraw the reader card of any reader not complying with the established procedures.

The reader is requested to inform the staff about the loss of his/her reader card. A duplicate will then be established (cost: 5,00 €).

3. The reading room

Article 3

- §8. The reading room is a study hall. Silence therefore is of the essence. All actions possibly disturbing to other readers must be avoided. Conversations are held in a subdued voice. Mobile phones are to be put on “silent” and the reader has to leave the room when he/she wishes to take a call. The use of music devices is not allowed.
- §9. Smoking, drinking and eating in the reading room are strictly prohibited.
- §10. Briefcases, purses and other bags, binders, etc. are to be stored in the lockers provided to that end. Coats and scarves are to be put on the coatrack. Umbrellas, carrying bags for laptops, audio equipment, food and drinks or all other items that could damage the archive documents, such as scissors, paper cutters, glue, correcting fluid, felt-tipped pens, staplers, perforators, etc., in short all items not required for consultation of documents, are to be stored.
- §11. No objects other than a black pencil, a notepad, a laptop without its bag or sleeve, a personal camera and a memory stick are to be placed on the reading table. The staff can supply pencils. These pencils have to be returned after use. Only the reception desk pencil sharpeners are to be used.
- §12. The reader must not introduce archives of any nature in the reading room, with the exception of personal notes. If a book proves essential in the conducted research, the reader is to inform the staff member in charge of the reading room of this fact. The reader presents the book both upon arrival and upon departure.
- §13. If the reader wishes to use documentation centre equipment for consulting or reproducing archives, he/she is to act with utmost care.

Article 4

- §14. All search tools, archives, books and magazines not available in self-service are to be requested by means of forms that can be obtained from the reading room staff members. These forms have to be completed. Each **request** concerns:
- a maximum of **five** books. For precious collection works and/or works published before 1800 the rule of one book per request applies. Initially requested books have to be returned before any new request is made, or
 - a maximum of **three** archive boxes. In busy periods the person in charge has the right to limit the number of hand-outs, or
 - a maximum of **three** personal files. Consultation of “Officer” files is only possible if the person concerned was born more than 120 years ago.

Requested publications, archives or documents are distributed and collected at set times.

Simultaneous consultation of archives, books, magazines, photographs or prints is not allowed, except upon express authorization by the person in charge (e.g. for identification of a photograph).

§15. The Print Room and the Map Room are only accessible upon appointment. Please mention the subject of the research when making the appointment.

§16. The reader is requested to wrap up his/her research by 3:50 p.m. in order to enable staff members to close the documentation centre.

4. Handling of documents

Article 5

§17. Archives can only be consulted at the tables provided to that effect in the reading room. It is not possible to loan out books, magazines, archives, photographs, prints, cards, etc. Specific rules apply for exhibitions (see form for loan out request).

§18. In order to avoid mixing documents from various archive banks the reader is supplied with archives by bank. The other requested banks are put on hold in the designated location.

§19. The reader only consults archives he/she personally requested. Exchange of documents between readers is not allowed.

§20. Each robbery (attempt) will be notified to the police.

§21. After consultation the reader deposits the item in its original state, with the same internal classification (even if that apparently does not exist) in the designated location. All items will be returned to the file or box with the utmost care, without folding or compressing the items. Archive boxes are never to be placed on the floor.

§22. The reader has to handle all archive documents with extreme care. Items must not be folded or creased, one must not lean on archives, personal notes must never be placed on top of archives, it is strictly forbidden to make notes on archive items, archives must not be traced. Bound archives are only to be consulted on a lectern or a reading pillow. These are supplied by the documentation centre. The large table is intended for consultation of large items, such as maps, blueprints, posters or newspapers.

§23. Prints must not be traced.

5. Reproductions

Article 6

§24. Documents can be xeroxed. A xerox machine is available in the reading room. Applicable fees are mentioned on each reading table. Requests have to be made through the reading room reception desk.

Article 7

§25. Following items must NOT be copied:

- precious items
- books the binding of which seems delicate
- newspaper (either bound or not) larger than A3 size
- prints and etchings (Print Room)
- photographs

§26. Documents can be photographed with a personal camera, providing following rules are observed:

- no flashlight or additional light source
- the document is not larger than the reading table
- the document is photographed on the reading table, on a lectern or reading pillow if necessary.

§27. The use of a stand, whatever its nature, or a (manual) scanner is not allowed.

Article 8

§28. When xeroxing a document the reader commits to observing the rules regarding copyright: the copy is meant for private use, teaching purposes or research. Copying a complete book is not allowed.

Private use does in no case whatsoever entail the right to spread these reproductions. Communicating the copies or making them available to third parties is strictly forbidden.

Article 9

§29. Professional photographic reproductions can be ordered, providing acceptance of the RMM conditions (see form for reproduction requests). Photographic reproduction is an exclusive RMM privilege.

6. Conclusion

Article 10

§30. Each practical or exceptional issue not addressed by this procedure will be settled by the person in charge or by his/her delegate.

Visitor

Name:

First name:

Read and approved,

Signature