

# READING ROOM RULES



ICRC

Archives are **unique and irreplaceable documents**. Users and archivists are jointly responsible for protecting the ICRC's archival heritage. We therefore ask you to treat the present documents with care. By adhering to the following practices, you will facilitate the work of archive staff and help maintain good consultation practices in the reading room.

## ACCESS TO ARCHIVES

1. Readers do not have access to the archive repositories: documents are communicated, consulted, and returned in the consultation room.
2. The number of documents or volumes released at the same time may be limited if necessary for reasons of document preservation.
3. Should duplicates or digitized documents exist, the originals will not be provided to the user unless a special authorization is requested.

## CONSULTING ARCHIVES

4. Archives are consulted on the work table.
5. The order of documents must be respected; if the documents do not seem to be in the right order, please inform the person in charge.
6. Do not use wet fingers to turn the pages: ask the person in charge of the reading room for a finger sleeve.
7. Please use the provided paper bookmarks and the dedicated book holder to mark a page or hold a document open.

## NOTE TAKING

8. The annotation of documents and their protective material is prohibited.
9. The use of laptops, cameras, and associated equipment (tripods and chargers) is permitted, provided that these items are never placed onto documents.
10. Notes are taken using an HB pencil. All other office equipment (ink pens, ballpoint pens, felt-tip pens, chalks, glue, scissors, erasers, adhesive tape) is forbidden.
11. If notes are taken on a notebook, pad or loose-leaf paper, users must present their notes to the person in charge of the reading room at the end of the consultation. The person in charge will ensure that no archive items are inadvertently taken away.

## MISCELLANEOUS

12. Coats, backpacks, bags, laptop cases, files and folders must be left in the lockers outside the reading room.
13. Food and drink are not permitted in the reading room.
14. Hands must be clean and dry. Jewels that could damage or stain documents must be removed during consultation.
15. The reading room is primarily a silent study area. Please silence or switch off your mobile phone.