

## **User Rules of the National Archives of Namibia (NAN)**

### **1. Admittance**

- Every person seeking for information from material in the custody of the NAN may use the public facilities of the NAN. However, persons may be excluded from admittance if they have been charged of serious misconduct.
- In the case of overcrowding of the reading room, the NAN may limit the number of users and introduce a waiting list. Foreign researchers are advised to book a place in advance.
- Only bona fide archives users or visitors in an official capacity are allowed within the Archives. Private visits to staff members should take place in the foyer.
- Hawkers are not allowed in the building
- Serious misconduct is the harassment of other archives users or staff; damage, mutilation, or theft of archives or equipment.
- Persons may also be temporarily excluded from use as long as they fail to adhere to paragraph 9 (deposit of published results of archives use).