

1. Use

- Archivalia may only be used in the Reading Room.
- Taking the Archivalia out of the reading room is not allowed.
- Documents must be ordered for use in the reading room through the prescribed order forms.
- Users must take utmost care not to damage archives, or change the sequence of loose parts, or to misplace archives into the wrong folders or boxes. Users must make sure to take adequate desk space for the Archivalia, not to lean on them or to use them as writing support.
- When using over-sized Archivalia such as maps, special care must be taken to view them on a surface large enough to support the whole sheet. This applies also to the use of folded maps and plans in books or files.
- Any writing, underlining, erasure or other alteration on archives is considered mutilation and results in immediate suspension from archives use. Civil or criminal procedures against any offenders may be instituted.
- The use of laptop computers is allowed. Several power points are available in the reading room.
- Only up to three archival units at a time are issued to a user. Archivalia are to be handed back to the staff as soon as they are no longer needed.
- If Archivalia are available on micro form or in digitised form, the researcher must consult the microfilm or digital copy. For special materials, such as items in fragile condition, collectors' items, or items under legal use restriction, the Head of Archives may impose further limits on use in terms of viewing time, location or handling.

- Eating, drinking and smoking in the reading room is not permitted. You are welcome to use the facilities in the foyer and the courtyard.
- Users are asked to keep silence in the reading room and not to disturb other users. Consultation with the archives staff should as far as possible take place inside their offices. The use of cell phones in the Reading Room is not permitted. Kindly put them on silent before entering the reading room.
- Users should not enter archives areas beyond the reading room except in the company of authorised archives staff.