

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).

2. Identification and Registration

- Users are required to identify themselves and register their personal particulars, including permanent address and ID or passport number, and the purpose of their research.
- Users intending to use the Archives for more than an occasional enquiry, in particular academic researchers, are requested to apply for a user card.
- All users are also required to sign the visitors book every day they are using the archives.

3. Luggage

- It is strictly forbidden to take any bags, including laptop bags, folders, and overcoats into the reading room.
- These must be left at the security deposit at the entrance of the building, or in the lockers in front of the reading room.

4. 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.

5. Use restriction

- In principle, all archives material are open to the public with the exception of:
 - ❖ Government files created less than 30 years ago
 - ❖ Private accessions restricted according to the wishes of the donor
 - ❖ Court proceedings held in camera
 - ❖ Unsorted and unlisted Archivalia
- The Head of Archives may impose further restrictions on the grounds of:
 - ❖ Preservation
 - ❖ Protection of privacy and rights of living persons.

- Access to closed government files may be granted on a motivated application to the Minister of Education, Arts and Culture, through the Head of Archives.
- Access to closed private accessions may be granted if the donor agrees in writing.
- Access to files restricted on grounds of preservation or protection of the rights of persons may be granted under specified conditions on a motivated application to the Head of Archives.

6. Restriction

- The use of cameras of any type is allowed if users sign an undertaking that the ‘photos are for private research purpose and will not be passed on to third parties’. The use of flash lights or spotlights is not allowed. The application of force to straighten files or books for reproduction is not allowed.
- Photocopying or scanning is done on order by archives staff.
- The unauthorised downloading of photos and digital documents from the digital library is not permitted. Digitized documents may be purchased for a minimal fee on CD.
- For the publication of reproductions from the Archives in print, exhibitions, moving images on the internet or any other media, written permission by the Head of Archives is required. Fees according to the published list are levied for publication. Permission by the Head of Archives does not imply copyright clearance, if the copyright is in possession of third parties.
- The Archives reserves the right to refuse reproduction, if in its opinion this might constitute a violation of the Namibian Copyright Act. This refers in particular to multiple reproductions of copyrighted material.

- Reproduction of files restricted under 30-year rule is not permitted.

7. Deposit

- Any published work based on the use of the NAN must be deposited in one copy to the Archives, as required by the Archives Act (Act No. 12 of 1992); in the case of web publications, the Head of Archives must be notified and may request the deposit in hardcopy (printout) or a suitable electronic format or both.

8. Loan

- The NAN does not loan any archives, except for the following instances:
 - ❖ Maps or posters may be issued on short loan for scanning purposes if the required equipment is not available at the Archives, after careful consideration of the particulars of each case, with special permission of the Head of Archives. Any such request may be refused for preservation reasons.

9. Liability

- Users are liable for any damage caused by their use of archives. They may be charged with restoration costs, if the damage requires such action. Any damage, missing parts or items, or discrepancies with the finding aids must be reported to the Archives staff immediately.
- The Archives is not responsible for the loss of private property on the Archives premises. Valuables should not be left.

10. Fees

- Use of the National Archives of Namibia including guidance by staff and the use of database and viewing facilities, is free of charge.
- Guidance by staff does not include time-consuming research or conversion activities e.g. the search for persons who are not indexed in finding aids, translations, or transcriptions of handwritten or oral recordings.
- Reproductions, database printouts and the authentication of reproductions are subject to fees according to the list of fees available in the reading room.
- Users are advised that cash payments may only be made to authorised staff and against an official receipt.

11. Appeals

- Appeals against any use-related decisions by the Head of Archives may be made to the Minister of Education, Arts and Culture.

12. Basic documents

- These rules are based on the Archives Act (Act No. 12 of 1992) and the Copyright and Neighbouring Rights Protection Act (Act No. 6 of 1994).
- Further relevant documents are the Namibia Library and Information Service Act (Act No. 4 of 2000), the policy document “Information for Self-Reliance and Development” approved by Cabinet in 1997.
- The National Archives Service Charter.
- All these documents can be consulted at the “Basic User Information” file at the Reference Shelf in the Reading Room.