

1. The CEGES-SOMA is a place for research. No document, in whatever form, may be loaned to individuals.

## ***Registration***

2. The reading room is open to the public from Monday to Friday from 9 to 12 a.m. and from 1 to 5 p.m.
3. On the first visit you will be required to fill out a registration form. An admission card costs either € 2,50, which is valid for one year, or € 1 which is valid for one week.
4. A register has to be signed at each visit.
5. A cloakroom is at the disposal of the visitors. Briefcases, satchels or plastic bags have to be deposited in the lockers; they are not allowed in the reading room. Please remember to leave the key in the locker when leaving !

## ***Scientific advice ?***

6. Do not hesitate to seek the advice of a member of the scientific staff of the CEGES-SOMA who is present in the reading room.

## ***Working in the reading room***

7. Books and documents can be ordered by 9.30, 10.15, 11.15 a.m., 1.30, 2.30, 3.30 p.m. Order forms are available near the computers. Up to 5 order forms may be submitted at any one time with a maximum of 20 a day. The order forms must be handed out to a member of the reading room personnel on the ground floor. A member of the reading room personnel on the first floor will procure the documents. A maximum of 5 documents may be kept on your table.
8. Books or documents can be reserved, by filling out the necessary form, for subsequent use up to a limit of one month.
9. Books or documents that you wish to return must be handed over to a member of the reading room personnel on the first floor. Please respect the correct shelving of the documents and magazines in order to assist the next reader to use them. On leaving the reading

room, all documents must be handed over to a member of the reading room personnel on the first floor.

10. Reference works and bibliographical guides are available in the reading room. These volumes should be used with care and must be returned to their proper places after consultation.
11. Smoking and consuming food are not allowed in the reading room. We also ask you to respect the rule of silence. Mobile phones must be switched off.

### ***Photocopying / Reproduction of photographs***

12. Photocopying of archives and reproduction of microfilms: if you wish to copy archival documents or microfilmed documents you need to fill out a form and submit it to a member of the reading room personnel, who will then establish whether the reproduction can be made, dependent on the material state of the document and the specific regulations governing particular archive collections of the Centre. The number of photocopies that have been made will be communicated to a member of the reading room personnel. Copies of archives cost € 0,30 per copy, copies of microfilms € 0,25 per copy and copies of photographs € 0,50 per copy.
13. Copy cards for library documents cost € 1,50 for 10 copies and € 7 for 50 copies. It is not allowed to photocopy bound volumes of newspapers and magazines.
14. It is not allowed to photocopy a complete collection of archival documents (or a specific sub-collection), or a complete dissertation or doctoral thesis.
15. The use of a digital camera is submitted to the specific regulations governing particular archive collections of the Centre. Digitalisation by means of devices that are in contact with the paper is not permitted.
16. To obtain the reproduction of a visual image for private use or for publication, the appropriate form must be filled out. The reading room personnel will assist you in this.

## ***Publication / Privacy legislation / Copyright***

17. Irrespective of the legal dispositions for the protection of the privacy <sup>1</sup> and the specific regulations governing particular archive collections of the Centre, it is not allowed to use these collections (by publication or in any other way) without having taken all necessary precautions to protect the privacy of individuals still alive and their next of kin.
18. In the event of publication of documents, the legal dispositions regarding copyright must be respected.
19. The publication of documents and series of documents from the collections of the CEGES-SOMA or the reproduction in whichever form can only be undertaken with the prior written authorisation of Director of the Centre.
20. In the event of a publication, or when a person writing a dissertation or doctoral thesis uses information from the collections of the CEGES-SOMA, the source of this information must be mentioned. The author is requested to give a copy of this publication or master thesis or doctoral thesis to the Centre.

## ***Non-observation of the regulations of Ceges-Soma***

21. Any person who does not observe the regulations in the reading room (disrespect of the rule of silence, theft, damage of documents etc.) will be denied access to the reading room. Any act of theft will be prosecuted in the courts.

## ***Complaints***

22. Any person who wishes to file a complaint will address this in writing to the Director of the CEGES-SOMA.

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1. Coordinated text of the law of 8 December 1992 for the protection of the privacy regarding the handling of personal details, modified by the law of 11 December 1998.