

## **Regulations applicable in the Reading Room of the European Commission's Historical Archives Service**

The European Commission's historical archives are accessible to the public under Regulation (EC, EURATOM) No 354/1983, as modified by Regulation (EC, EURATOM) No 1700/2003<sup>1</sup>.

The archives are to be consulted within the confines of the reading room, subject to the following arrangements.

### **Article 1 - Access**

The reading room is open to the staff of the Commission, Institutions, bodies or agencies of the European Union and to anyone (of 18 years and above) with an interest in the history and activities of the European Commission.

Visitors wishing to consult the European Commission's archives must contact the Historical Archives Service (HAS) in advance at [oib-archis-base@ec.europa.eu](mailto:oib-archis-base@ec.europa.eu).

On presentation of an identity document, external visitors receive a day pass issued by the security staff at the building's reception and are looked after by HAS staff. This pass gives access to the reading room and cafeteria.

New visitors will be asked to complete a registration form<sup>2</sup> in the reading room.

All visitors are required to sign the attendance register at the entrance of the reading room.

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<sup>1</sup> The exceptions are based on the principles and limits laid down by Regulation (EC) No 1049/2001 regarding public access to European Parliament, Council and Commission documents, as well as on the protection of individuals with regard to the processing of personal data as established in Regulation (EC) No 45/2001.

<sup>2</sup> Personal data will be handled in accordance with Regulation (EC) No 45/2001.

## **Article 2 – Opening hours of the reading room**

The reading room is open between Monday and Thursday from 9:00 to 12:30 and from 14:00 to 17:00, and on Friday from 9:00 to 12:30 and from 14:00 to 16:00.

It is closed on official Commission holidays (1 and 2 January, 1 and 9 May, 21 July, 15 August, 1 and 2 November and 24 to 31 December). The dates of moveable feast days and possible changes are published on the website at the following address:

[http://ec.europa.eu/historical\\_archives/index\\_fr.htm](http://ec.europa.eu/historical_archives/index_fr.htm)

## **Article 3 – Research aids and tools**

Two types of tools permit access to the references of Commission archives available to the public:

- the ARCHISPlus online database, which can also be consulted from the computers available in the reading room ([http://ec.europa.eu/historical\\_archives/archisplus/arcp\\_central.cfm?page=recherche&lng=en](http://ec.europa.eu/historical_archives/archisplus/arcp_central.cfm?page=recherche&lng=en));
- the printed inventories of the archives of the ECSC High Authority freely accessible in the reading room.

Additional help with research can always be provided by the reading room staff and archivists.

## **Article 4 – Freely accessible reference works and document collections**

The following are freely accessible in the reading room:

- reference works such as the Annual Reports on the activities of the Communities/EU, the monthly Bulletins of the Communities/EU and the organisation charts of Commission departments;
- collections of the minutes of Commission and COREPER meetings, speeches.

## **Article 5 – Consultation of documentation still being processed**

A request to consult documents that are accessible to the public but that are still not available on microfiche needs to be made at least two working days

in advance to enable the original documents to be transferred from the archives to the reading room. Certain documents may be temporarily unavailable if they are undergoing technical processing.

### **Article 6 - Copying**

Photocopies are free. Document copying is not a right but a facility offered to those engaged in research.

Photocopies of freely accessible works may be made in compliance with copyright regulations.

Visitors may make copies using the photocopier available in the reading room. In the case of fragile or already damaged documents, visitors should ask the staff for assistance.

PDF copies may be obtained from microfiches and stored on a USB key (the HAS does not make electronic supports available) or forwarded by web mail. Details of the procedure may be found in the brochure available in the reading room.

The use of digital cameras is authorised in most cases. Visitors are asked to notify the staff in advance.

### **Article 7 – Use of copied documents**

Copies of documents (other than those already published officially) belonging to the Commission and third parties may be used for the purposes of publication and distribution subject to prior authorisation and, if appropriate, to copyright.

Requests for Commission documents must be made to the HAS. The requests will be forwarded to the departments concerned, which will then process them.

Requests for documents belonging to other Institutions or third parties and in the possession of the Commission must be submitted to the Institution or third party concerned. The HAS must be duly informed that this has been done.

### **Article 8 – Lodging of publications**

Visitors are required to forward to the Historical Archives, free of charge, a copy of any article, thesis or publication of theirs based on the use of documents belonging to the European Commission's historical archives.

### **Article 9 - General arrangements**

It is forbidden to smoke, drink or eat in the reading room.

Bags and other bulky items must be deposited in the lockers outside the reading room. (A one- or two-euro coin, refundable on collection of the items, is needed to operate the lockers).

Mobile phones must be on silent mode and must not be used in the reading room.

The reading room is equipped with microfiche/microfilm readers, desktop computers and plugs for laptops.

Users may search the ARCHISPlus online database and the European Institutions' other websites using the desktop computers. There are no printing facilities.

The Historical Archives Service cannot be held liable for thefts.

### **Article 10 – Implementation of the regulations**

All visitors are assumed to have familiarised themselves with these regulations and are required to comply with them.

Any complaint or claim will be handled directly by the head of sector responsible for the Historical Archives Service.