

ROYAL MUSEUMS OF ART AND HISTORY  
KONINKLIJKE MUSEA VOOR KUNST EN GESCHIEDENIS  
MUSÉES ROYAUX D'ART ET D'HISTOIRE

## Archives of the RMAH – Reading room rules

25 January 2021

Please read the reading room rules carefully. Upon registration, you must sign and complete the registration form for approval, by which you commit to abide by the house rules.

Clear rules are indispensable, given the unique historical archives that are kept at the RMAH. While we want to make them available to a wider public, we also want to manage and preserve them in the best possible conditions. Therefore, rules on how these archives are made available, as well as on how they can be consulted and reproduced, are necessary.

The reading room is a study area where you are expected to work in silence and not to disturb others. Mobile phones must be switched to silenced mode.

Would you like more information? Our staff will be happy to help.

### 1. Access to the reading room

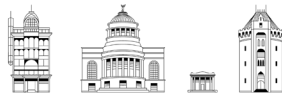
**Art 1.** The reading room of the RMAH is only accessible after appointment. Contact the person in charge of the reading room at least 3 working days in advance to plan your visit. [s.paesen@kmg-mrah.be (Ned) and/or d.perin@kmg-mrah.be (Fr)]. The number of permitted readers is limited to two per day.

**Art 2.** The reader only has access to the reading room. When first registering, he/she receives a copy of and declares to agree with the reading room regulations which can also be found on the website. Visiting the reading room and registration is free of charge.

**Art 3.** The archive storerooms are not accessible to the public unless accompanied by an archive employee.

### 2. Enrollment and registration

**Art 4.** Prior to your first visit, readers must sign the online research statement and return it to a staff member of the archives. The presentation of a valid identity card or passport is needed upon arrival at the reception desk of the museum on the day of your visit.



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**Art 5.** Upon each visit, readers also check in with the reading room staff and register in the visitors' register.

### **3. What is allowed to enter the reading room?**

**Art 6.** On entering the reading room, all items not required for research purposes, such as coats, bags and umbrellas, are to be stored in the cloakroom at the museum's main entrance.

**Art 7.** In order to ensure the preservation of the archival documents, readers may only bring black pencils, loose writing paper, a laptop and their own camera to the reading room. Writing with pens or markers or any kind is strictly prohibited.

**Art 8.** When consulting the archives, it is not allowed to eat, drink or smoke.

**Art 9.** When deemed necessary, the staff of the reading room retains the right to check laptops and writing materials on leaving the reading room.

### **4. Requesting archival materials**

**Art 10.** The (provisional) inventories of the archives can be consulted upon simple request. Archival materials must be reserved in advance by e-mail, stating the correct inventory number.

**Art 11.** A maximum of 10 requests per person is allowed per day.

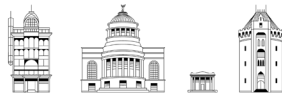
**Art 12.** The reading room staff retains the right to refuse the consultation of non-inventoried materials or documents in poor condition. Consulting already digitised materials is no longer possible, barring exceptions.

### **5. Handling archival materials**

**Art 13.** Archives are to be consulted only in the reading room and may never leave the room.

**Art 14.** For safekeeping reasons, only one archival file can be consulted on the reading table at a time. Under no circumstances may the internal order of the documents be changed. After consultation, the user shall return the documents in their original order.

**Art 15.** Readers should handle the archives with care. It is not allowed to fold, crease or tear the pages, rest anything on top of the archival documents, place loose sheets with notes on them or damage the archives in any other way.



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**Art 16.** Please ensure that your hands are clean. Wash your hands before and after touching documents from the archive. Please do not wet your fingers to turn pages.

## **6. Reproductions & publications**

**Art 17.** Flash photography and devices that can damage the archival documents are not permitted.

**Art 18.** Reproductions are for personal use only and may not be distributed in any way without the prior written consent of the reading room staff.

**Art 19.** If the reader is to publish on the basis of the archives of the RMAH, he/she must always state the location of these sources (RMAH archives) followed by a correct and complete archival reference. In the interest of scientific research, we also ask you to donate a copy of this publication to the museum.

## **7. Legal notices**

**Art 20.** The legal notices on copyright, patents or any other intellectual property right, the re-use of public information and the protection of privacy apply to the use, disclosure and reproduction of the archives.

**Art 21.** If the reader commits acts that fall under criminal law, in particular articles 193, 213, 241, 242 or 527 of the Penal Code, police are notified.