



**Centre d'Archives et de Recherches pour l'Histoire des Femmes asbl
Archief- en Onderzoekscentrum voor Vrouwengeschiedenis vzw**

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BCE 0456-019-566 | RPM Tribunal d'entreprise néerlandophone de Bruxelles

READING ROOM RULES

Archive consultation

1. Consultation of the archive collections granted or deposited with Carhif is subject to the provisions of the contracts concerning the grant and the deposit and to the legislation concerning the protection of privacy. All readers undertake to use the information collected at Carhif in strict compliance with the legislation on the protection of privacy. Consultation may be subject to the signature of a specific research declaration.
2. The archivists reserve the right not to authorise consultation of documents whose state of conservation prohibits this. Where possible, reproductions will be made available to the reader.
3. If the reader encounters a particular problem concerning authorisation to consult an archive collection, the decision rests with the two presidents of Carhif.
4. Documents from the Carhif collections may not be loaned to individuals or institutions. Temporary loans may be granted for the organisation of exhibitions. A loan contract is then drawn up, stipulating the obligation to ensure the documents "nail to nail" and to display them in material conditions suitable for their conservation.
5. The author of a work using information gathered at Carhif is required to mention its source: Carhif-AVG, Brussels, followed, if necessary, by the precise reference of the documents.
6. The author undertakes to provide Carhif with a copy of any work based on sources provided by Carhif.

How the reading room works

7. The reading room is open to the public from Monday to Friday, 9am to 5pm, by appointment.
8. Consultation of documents is free of charge. Each reader is required to fill in an identification form. By registering, they acknowledge that they have read these rules.
9. On each visit, the reader signs an attendance register indicating his/her surname, first name and address, the subject studied, and the archive(s) consulted.
10. Archivists may limit the number of documents requested.
11. Documents may be reproduced. Photocopies are authorised with the agreement of the archivist, provided they do not damage the document. Digital photographs (without flash) are authorised.
12. The prices for reproductions are as follows:
 - A4 photocopy: €0.08
 - A3 photocopy: €0.14

Scan by the reader: €0.02:
Scanning by Carhif: €1

A reproduction fee of €25 is charged for reproductions intended to illustrate a work for commercial purposes.

13. To respect the work of other readers, mobile phones must be switched to silent mode in the reading room. It is forbidden to make or answer calls.
14. Carhif staff will ensure that these rules are complied with, maintain order in the reading room and reserve the right to temporarily deny access to any person who does not respect these rules or the peace and quiet in the reading room.

Protecting collections

15. It is your sole responsibility to leave jackets, bags, laptop covers and any other items that are not needed for consulting documents in the cloakroom. Readers are given a free key to a locked locker, which they hand in when they leave the reading room.
16. Documents and publications may only be consulted in the reading room. They are supplied by Carhif staff and handed to them in person after consultation. Readers do not have access to the repository. Books in the reading room library may be consulted freely.
17. It is absolutely forbidden to smoke, drink or eat in the reading room.
18. Documents and publications must be treated with the utmost care. They must be handled with clean hands, the order of the documents must not be altered and no annotations may be made on them. Documents must never be folded or crumpled, and no notepaper may be placed on them. It is forbidden to trace documents or use glue, sticky paper or correction paper ('typex'/'blanco'). Documents consulted must be carefully returned in their original folder, bundle or box.
19. The reader will be held responsible for any damage found because of his/her consultation and must pay the cost of restoring damaged documents or ensuring their replacement. Any missing or damaged item must be reported to Carhif staff.
20. In the event of attempted theft, theft or deliberate damage to documents, the user will be excluded from the reading room for good.

Last article

21. Any point not covered by these rules will be decided by the archivists. Any dispute may be addressed to the presidents of Carhif.