

Rules and regulations for use of the archives



Please remember that you are handling unique material. Exercise caution and read these guidelines for how to use the archive material carefully in advance of your visit:

- Have dry and clean hands.
- Readers cannot eat or drink in the archives study room.
- Only bring your laptop and necessary papers to the study room.
- Lead pencil should be used for taking notes. The use of any kind of ink pen is forbidden.
- Only open one archive box at a time.
- Do not use archive material as a writing pad.
- Papers must not be removed from their folders.
- Papers and other materials must be kept in their correct order.
- Do not fold papers or other materials.
- Do not stack open protocols on top of each other.
- Archive material must be used on site and should not be taken outside the reading rooms.
- Please report missing material.
- Some documents may contain [confidential information](#). For privacy reasons, visitors must not pass on information that may harm or offend others.

Theft and damage will be reported.

Return of archive material

When you have finished for the day, sign the loan form in the study room and contact a librarian to sign out in the visit protocol.

Copying

The use of personal digital cameras is permitted. Other forms of copying of archive material will be considered on a case-by-case basis. Visitors are responsible for obtaining the necessary permission from the copyright holder for using and publishing copied material, as well as for complying with legislation related to the reproduction and publication of material with sensitive content (privacy legislation).

Copying of restricted material is subject to individual assessment.