

Rules and regulations

1/ Access to public spaces

Article 1

1. The reader has access to the reading room and all public areas according to the conditions set by this document.

With his initial registration the reader receives a copy of this regulations document and his attention is drawn to the fees and price list.

2. The offices and storage rooms are not accessible to the public. Pictograms and signs indicate this.

3. The opening days and hours of the reading room are announced in the reading room and on the RMM website.

4. The rules and conditions for obtaining printed or digital reproductions of archives are listed in another document.

2/ Check-in and registration

Article 2

5. Every reader has to be in possession of a personal reader's card.

The data given by the reader are only used for statistics.

6. Every reader has the choice of either a weekly or a yearly card. The yearly card gives access to the reading room for one entire year. The weekly card gives access to the reading room for seven successive calendar days.

The reader's card can be obtained at the reading room reception desk. Upon registration the reader has to submit a valid ID card.

Following fees are applicable:

1. Access for one entire year **with** the possibility of taking digital pictures of archive text documents (but not of images such as pictures, prints, post cards, etc.) **30.00 €**
2. Access for one entire year **without** the possibility of taking pictures of archive text documents (nor of images such as pictures, prints, post cards, etc.) **20.00 €**
3. Access for one entire year for pupils and students **with** the possibility of taking digital pictures of archive text documents (but not of images such as pictures, prints, post cards, etc.) **15.00 €**

4. Access for one entire year for pupils and students **without** the possibility of taking pictures of archive text documents (nor of images such as pictures, prints, post cards, etc.) **10.00 €**
5. Access for seven consecutive calendar days **with** the possibility of taking digital pictures of archive text documents (but not of images such as pictures, prints, post cards, etc.) **8.00 €**
6. Access for seven consecutive calendar days **without** the possibility of taking pictures of archive text documents (nor of images such as pictures, prints, post cards, etc.) **4.00 €**
7. Guided tour during the week for pupil and student groups: **60.00 €**
8. Guided tour during the week for adults: **77 €**
9. Access for members and former members of the Scientific Board, the Management Board and the Jury for Recruitment, Promotion and Evaluation of the Scientific Staff: **free**
10. Access for staff with other scientific institutions and with the Royal Military Academy: **free**
11. Access for staff with other archive services: **free**
12. Access for archive producers and their heirs for consultation of the archives they produced: **free**
13. Access for persons with a notary declaration stating that the person is an heir or beneficiary in the investigation concerned: **free**
14. Access for persons supplying proof that they are engaged in legal proceedings and need documents for the defence of their case: **free**

7. Upon each visit the reader is to present his reader's card to the person in charge of the reading room in order to be registered. He also completes the visitors' registry. The reader's card is to be on visible display on the table at all times.

8. With his registration the reader accepts these regulations and submits to the authority of staff members. The reader's card is to be renewed after one year.

The RMM has the right to withdraw the card from any reader not complying with these regulations.

If the card is lost, the reader is to report this immediately in order to have a duplicate made up (cost: 5 €).

3/ The reading room

Article 3

9. The reading room is a study hall. Silence is to be respected at all times. All actions and noise that could disturb the other readers are to be avoided. Conversations are to be conducted in a whisper. Mobile phones are to be put on "quiet" mode and when receiving a call the reader is to leave the room. The use of musical devices is not allowed.

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

11. Briefcases, handbags or other bags, folders, etc. have to be deposited in the lockers. Coats and scarves are to be hung on the provided coat racks. Umbrellas, laptop carrying bags, audio devices, food and drink and in general all items that could, even inadvertently, damage the archive pieces (scissors, glue, correction fluid, felt-tipped pens, staplers, perforators,...) and are not essential to research are to be stored.

12. Only a black pencil, a note pad, a laptop without bag, a personal camera and a USB flash drive are allowed on the reading table. Pencils are available at the reception desk and are to be returned after use. Pencils are only to be sharpened with the pencil sharpener provided at the reception desk.

13. Readers are not allowed to introduce archives in the reading room, regardless of their origins, with the exception of personal notes. If a book is needed for research the reader is to inform staff members of this fact; the book is to be exhibited both upon arrival and departure.

14. If a reader wishes to use documentation centre equipment for consulting or reproducing archives this is to be done with caution.

Article 4

15. Search engines, archives, books and magazines that are not in self-service are to be requested. This can be done through forms to be obtained from staff members. The forms are to be completed in full. A request is possible for:

- a maximum of **five** books. Precious volumes and books prior to 1800 are restricted to one item per request form. Other books can only be obtained after the first books have been returned, or
- a maximum of **three** archive bundles or boxes. When demand is high staff members are authorized to reduce the number of boxes, or
- a maximum of **three** personal files. The only files to be consulted are those for officers born over 120 years ago.

The distribution and collection of requested works, archives and other documents take place at fixed times.

Simultaneous consultation of archives, books, magazines, pictures and prints is not allowed, unless upon authorization of the person in charge of the reading room (e.g. in order to identify a picture).

16. The print room and the map room are only accessible upon appointment. Please indicate the subject of your research when making the appointment.

17. Readers are kindly requested to round off their research by 4:20 p.m. in order to allow for meticulous closure of the reading room by staff members.

4. Handling of documents

Article 5

18. Archives are only to be consulted at the reading tables and must never leave the reading room. Books, magazines, archives, pictures, prints, maps, etc. are never loaned out. Special conditions apply to exhibitions (see form for loan out request).

19. In order to prevent the mingling of archive bundles the reader is only allowed one single bundle at any given time. The other requested bundles are to be kept in designated areas.

20. The reader only consults the archives he has personally requested. Loan out of archives between readers is not allowed.

21. Theft or attempted theft will be reported to the police.

22. After consultation the reader is to return the archive number in its original state with the original internal sequence (even if this seems to be lacking) to the designated area. Documents are returned to their files or boxes with extreme care (no pressing or folding). Archives boxes are never to be placed on the floor.

23. The reader has to handle archives with extreme care. It is not allowed to fold or crease pages, to lean on archive items, to place a note pad on top of archives, to annotate archives or to trace them. Bound archives are only to be consulted using the available lectern. The large table is first and foremost meant for the consultation of large documents such as maps, blueprints, bills and newspapers.

24. Tracing of prints is not allowed.

5. Reproductions

Article 6

25. It is possible to Xerox documents with the Xerox machine in the reading room. Fees are mentioned on all reading tables. Requests are to be made through the reading room reception desk.

Article 7

26. Are NOT Xeroxed:

- precious volumes
- books with fragile bindings
- newspapers (bound or unbound) over A3 size

- prints, etchings (print room)
- pictures in albums

27. Photographing text documents is possible with a personal camera when in possession of the adequate reader's card (fees 1, 3 and 5), with observation of following rules:

- flash light or additional lights are not allowed
- the document is not larger than the reading table
- the document is photographed on the reading table, if necessary on a lectern

28. The use of tripods (all types) and of (hand-held) scanners is not allowed.

Article 8

29. All reproductions are for exclusive private use.

Private use: the authorization for reproduction and the right to use this reproduction under no circumstance give the right to circulate, communicate or transfer these reproductions to third parties.

Article 9

30. Professional photographic prints can be ordered according to RMM rules (see form request for reproduction). Photographic reproductions are the exclusive privilege of the RMM repro service.

6. Final terms

Article 10

31. The head of department or his deputy settles all practical or exceptional problems that may arise and that are not mentioned in this document.

Visitor's name:.....

First name:.....

Read and approved,

Signature