

RULES FOR THE ADMISSION OF THE PUBLIC TO THE HISTORICAL ARCHIVES

*(Text approved by the
Documentation Activities Oversight Committee at
meeting of 17 September 1993)*

Rule 1

Scholars and researchers who have reached eighteen years of age shall be admitted to the Historical Archives of the Chamber of Deputies, pursuant to these Rules.

Rule 2

For access to the reading room, scholars and researchers must produce an identity document and file an application for admission to the Superintendent. The application shall include the personal details, address and qualifications of the applicant, and the purpose of the research.

Permission to access the reading room shall be granted by the Superintendent after he or she has examined the application with reference to the criteria set by the Documentation Activities Oversight Committee.

The Quaestors¹ shall issue an entry pass with a validity of six months.

¹ In accordance with the Chamber's Rules of Procedure three Quaestors jointly supervise the proper working of the

If nothing else precludes it, the pass shall be available for collection from the Historical Archives three days after the submission of the application.

Rule 3

The Historical Archives are open Monday to Friday from 9:30 a.m. to 4:30 p.m.

They are closed to the public in August.

The Superintendent may decide other closing periods to allow for administrative reasons.

Rule 4

The documents may be consulted only in the reading room. Authorised consultation of classified documents shall take place in separate rooms.

Administration, and oversee the enforcement of the relevant rules and the President's directives.

The College of Quaestors draws up the annual internal budget, which is then submitted to the Bureau (of which the Quaestors are members) for approval before being discussed and approved by the House.

The Quaestors also discuss and decide on expenditure for the purchase of goods and services needed for the functioning of the Chamber. The Quaestors supervise Ceremonial Service, maintain order and security in the Chamber's premises, in accordance with the President's instructions. To this end, as law enforcement officers are not allowed into the Chamber without the President's permission, the Quaestors are responsible for the use of the Chamber's ushers.

Rule 5

Scholars and researchers shall undertake, if they use documents from the Historical Archives, to quote the source and provide a copy of their publication or graduation thesis to the Historical Archives.

Rule 6

Every time they access the Historical Archives, scholars and researchers must present an identity document and sign a register of attendance.

Rule 7

No coats, bags, umbrellas or similar items may be brought into the Historical Archives and must be deposited at the entrance. The Chamber of Deputies is not responsible for money or objects left in personal belongings.

Rule 8

Smoking is not permitted in the reading room, and silence must be kept at all times.

Rule 9

Those wishing to use recorders, portable computers, typewriters, cameras and suchlike devices must apply for permission to the Superintendent, who may authorise their use in appropriate areas.

Rule 10

Requests for documents must be submitted using the appropriate forms in the inventories room, where archival research instruments and advice from the staff of the Historical Archives are also provided.

No more than five file folders may be requested at one time.

Scholars and researchers may submit up to four requests per day.

Rule 11

Only part of the texts of documents conserved in the Historical Archives may be transcribed and published. The publication of full texts, such as by photographic reproduction, is subject to the authorisation of Superintendent.

Rule 12

The documents may be consulted only after they have been placed stably on the tabletop or lectern, and utmost care shall be taken to avoid even the slightest damage. In particular, no marks may be made on the documents, even in pencil.

Rule 13

As a rule, scholars and researchers may not keep more than one document at a time open for consultation. This rule is mandatory in the case of unbound papers. If provided with well-founded reasons, the person in charge of the reading room may permit the simultaneous consultation of two documents for the purposes of comparison, and must take all due precautions to prevent the papers from getting mixed up.

Rule 14

If the consultation of a document lasts for several days, the document shall be left on the table, along with a sheet on which the researcher shall write his or her name.

Once consultation of the document is completed, it shall be returned to the staff. A document not consulted for three days shall be considered as having been returned to archives, unless the reading room staff is otherwise instructed. Replacement of documents in the archives shall be the

exclusive duty of the staff of the Historical Archives.

Rule 15

Books and journals kept in the inventories room are freely available for consultation but may not be removed from the room.

Rule 16

Persons who do not comply with these Rules shall be refused admittance to the Historical Archives.

Persons committing theft or damage shall be reported to the judicial authorities.