



READING ROOM PROTOCOL

Access to historical records held by the IAEA Archives Unit

Formal registration with the Archives and Records Management Section (MTGS-ARMS) must be completed by members of the public who wish to have access to official IAEA records. Please note that access limitations may apply under the relevant IAEA rules and policies.

In accordance with the established rules and policies, members of the public may have access, if no restrictive access limitations apply, to:

- non-classified records older than 20 years; and
- non-classified records that are less than 20 years old, subject to the approval of the Director General or his/her authorized representatives. Requests for such access may be made through MTGS-ARMS.

Access to classified records is subject to the Agency's declassification process. Requests for the initiation of this process may be made through MTGS-ARMS.

Visiting the Reading Room

Researchers may visit the Reading Room to conduct research on-site.

On-site access is subject to the following conditions:

- External researchers must register with MTGS-ARMS at least a month in advance of the proposed visit (via [the contact form](#)), provide details of their research, and demonstrate their research bona fides (e.g. by a letter of support from an academic institution);
- Reference requests from external researchers are subject to review by MTGS-ARMS;
- Researchers visiting the Vienna International Centre for the purposes of using the Reading Room must not use that access for other purposes, unless expressly agreed to in advance by MTGS-ARMS;
- Researchers must sign the Reading Room Protocol and abide thereby as well as by instructions from MTGS-ARMS staff.

Archival records under the custody of MTGS-ARMS may be consulted by members of the public in the Reading Room of the Archives only, during business hours:

Monday – Friday

09:00 hrs. to 12:00 hrs. and 13:00 hrs. to 17:00 hrs

Reading Room - Code of Conduct

- No food or drinks are permitted in the Reading Room;



- The Reading Room is a smoke-free zone in accordance with the smoking policy at the Vienna International Centre;
- Only graphite pencils shall be used for taking notes;
- Files shall only be marked with paper strips provided by the Archives Unit staff;
- Documents should not be removed from their original order within their respective files;
- Documents shall be handled with the utmost care and attention to ensure their preservation;
- Documents shall never be removed from the Reading Room, except by Archives staff.

Persons in violation of this Protocol may be subject to restricted access to the Reading Room. Additionally, and as applicable, individuals who steal or intentionally damage IAEA property may be reported to relevant authorities.

Reproduction

Photography with digital cameras/phones/tablets is permitted, provided that photos of archival materials are taken without flash. The use of other devices, such as mobile scanning devices, must be cleared in advance with the Unit Head of the Archives Unit.

Self-service use of the copy machine in the Reading Room is permitted under supervision.

Personal Data Privacy, Copyright and Citation in Publications

1. The IAEA's historical records may contain materials of various information providers and are provided "as is", without warranty of any kind, either express or implied, including, without limitation, warranties of merchantability, fitness for a particular purpose and non-infringement. The IAEA does not represent or endorse the accuracy or reliability of any document provided by any information provider, or any other person or entity. Neither the IAEA nor its affiliates, nor any of their respective agents, employees, information providers or content providers, shall be liable to the researcher or anyone else for any inaccuracy, error, omission, alteration of or use of any content of the IAEA's historical records. Under no circumstances, including but not limited to negligence, shall the IAEA or its affiliates be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of the IAEA's historical records by the researcher or anyone else.
2. When reproducing the IAEA's historical records in any format, directly or indirectly, accurate citation is mandatory. The citation order shall be as follows: IAEA Archives, File Title, File Code, Box, Document Title (IOM - Inter Office Memorandum / Date, Correspondence / From-To / Date, etc.), Reference Code, or as otherwise advised by the archivist-in-charge.



Example (document): IAEA Archives, Scientific Committees and Panels of the IAEA - Panel on the Value of High Quality Desalted Water in Agriculture; Vienna, Austria, 1967-10-30/11-03, SC/110-160, [information on the specific document within the file], Box 35627, IAEA-ARC-CR-SC-000001713

Example (photograph): IAEA Archives, Dr. Hans Blix, newly elected IAEA Director General (right), and Dr. Sigvard Eklund Director General emeritus (left), 1981, IAEA/Pfeifer, Heinz, A0161-001, IAEA-ARC-AV-PH-01-02-A0161-001

3. The use of copies of IAEA records is strictly limited to the research project under which access to the records was requested with public sharing. Additional permission from the IAEA must be requested prior to the release of any such records to parties outside this research project, or prior to the publication of facsimiles of these records (whether in hard copy or digital format).
4. The IAEA's copyrighted material must be acknowledged as such when used by researchers in any of their publications.
5. The researchers must also comply with any obligations they may have in respect to personal data privacy, including third party privacy rights, and/or to copyright held by persons/institutions whose works may be found in the IAEA Archives. Where any third party copyrights have been identified, permission from the copyright holders concerned must be obtained by the researchers before use or publication.
6. To the maximum extent possible, researchers should avoid disclosing, in their publications or otherwise, information directly linked to staff members, former staff members and/or personnel other than staff, which allows the relevant individual to be personally identified.
7. In case access to personnel information has been granted, the names of IAEA staff members, including former IAEA staff members, and personnel other than staff, which may appear in the records, shall not be disclosed by researchers in their publications or otherwise.
8. Two copies of any publication that, in whole or in part, is based on or relates to information made available from the IAEA's records, shall be donated to the Archives and Records Management Section.

Date and Signature: