



## **READING ROOM PROTOCOL**

### **Access to historical records held by the IAEA Archives Unit**

Formal registration with the Archives Unit 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:

- unclassified records, semi-current records and archives that are more than thirty (30) years old; and
- unclassified records, semi-current records and archives that are less than thirty (30) years old, on condition that the Permanent Mission or the competent national authority of the requesting party has endorsed the request and subject to the written consent of the Director General, or his authorized representatives.

Access to classified records may be granted only upon specific authorization by the Director General, or his/her authorized representatives.

Archival records under the custody of the Archives Unit may be consulted by members of the public in the Reading Room of the Archives Unit 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;
- No mobile phones are allowed 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 flags 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 staff of the Archives Unit.



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 the relevant Austrian authorities.

## **Copying and Reproduction**

Copying information from records is permitted upon authorization by the Supervisor of the Archives. Reproduction services are provided by the Archives Unit staff, with copies up to 50 pages being free of charge. Self-service use of the copy machine in the Reading Room is permitted under the supervision of the Archives Assistant in charge.

Photography with digital cameras/phones/tablets is permitted, provided that photos of archival materials are taken without flash. The use of mobile scanning devices to scan records is subject to permission by the Supervisor of the Archives.

## **Copyright and Citation in Publications**

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Example: IAEA Archives, Symposium on Radiological Health & Safety in Nuclear Materials, Mining, Milling & Metallurgy – Prague, 26.8.-30.8.1963, I/610-28 and I/610-28(1), Box 09291, Document Title ...

3. The use of copies of IAEA records is strictly limited to the research project under which access to the records was requested. 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. The researchers must also comply with



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5. 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.
6. 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.
7. 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:**