

## **RULES FOR USING CONSTANTINOS A. DOXIADIS ARCHIVES**

It is wise to search our online catalogue before planning your visit. This will enable you to enter the Archives with specific questions and details that will help the archivist to find the records you need without using up your precious time.

### ***Access***

- You must contact the Archives before making your visit.
- The Archives are open to researchers by appointment, every day (except weekends and holidays) from 11 am. to 4 pm.
- A written application to visit is required and can be sent via e-mail.
- Applications are considered on a case-by-case basis.

### ***General Rules***

- Eating, drinking and smoking are prohibited in the reading room.
- Pencils and personal computers can be used to take notes.
- Permission from Archives staff is required for use of cameras, tape recorders, and scanners.
- Researchers may not borrow materials for use away from the Archives.

### ***Use of Material***

- The staff of the Archives will retrieve all material and will bring it to you. Remain in the reading room area.
- Researchers may receive only ten items at one time.
- Orders placed for materials that required additional preparation (pagination, preservation, etc.) may be delayed.
- Audiovisual materials are available on a restricted basis and only if archival service masters have been previously made.
- Archival material must be handled with care. Turn pages carefully and use protective gloves if asked to by the staff.
- Examine one box at a time and one folder at a time.
- Do not mix the order of the folders or the documents within.
- Do not write on, mark, alter or rearrange any items in a box or a folder.
- Close volumes or folders when you have finished consulting them to protect them from light. Leave them at the table or give them to the staff.
- Before leaving you must fill in and sign the *Constantinos A. Doxiadis Archives Visitor's Form*.

### ***Copy Work***

- Constantinos A. Doxiadis Archives reserves the right to make decisions about what materials can be copied.
- Items of large size or unusual shape, too tightly bound items and rare or fragile documents may not be photocopied.
- There is a limit of 20 photocopies per visit.
- Reproduction of entire files or collections is prohibited.
- Photocopies or reproductions are not to be used for any purpose other than private study or research.

## Constantinos A. Doxiadis Archives

### *Publication*

- Access to Constantinos A. Doxiadis Archives collection does not convey permission to publish or distribute this material in any format and medium.
- Researchers who wish to publish the Archive's material (in any medium) must obtain the permission of the Constantinos and Emma Doxiadis Foundation.
- Published work created using materials from the Archives must include a citation in the following form:

*Title of Document*  
*Material Category / Reference Code*  
Constantinos A. Doxiadis Archives

Failure to comply with these rules may result in denial of access to the Constantinos A. Doxiadis Archives collection.