

## **RULES FOR THE USE OF 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 10 am. to 4 pm.
- A written application to visit is required and can be sent via fax or 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.
- Archival material must be handled with care.
- 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.
- Audiovisual materials are available on a restricted basis and only if archival service masters have been previously made.
- When you are finished with your materials leave them at the table or give them to the staff.
- All materials must be returned prior to closing.
- 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

***Publication***

- Access to Constantinos A. Doxiadis Archives collection does not convey permission to publish or distribute this material in any format
- Researchers who wish to publish the Archive's material 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