



United Nations  
Educational, Scientific and  
Cultural Organization



International Tracing Service  
Inscribed on the International Register in 2013  
Memory of the World



**ITS**

International Tracing Service  
Service International de Recherches  
Internationaler Suchdienst

## **Rules for the ITS Reading and Seminar Rooms of the International Tracing Service (ITS)**

**The reading room rules are intended to allow researchers to pursue their studies undisturbed and to protect the original documents.**

These rules should be observed alongside the ITS Rules for Use and compliance with the User Statement.

### **Opening Hours:**

Monday – Thursday: 8:00 a.m. – 5.00 p.m.

Friday: 8:00 a.m. – 1.00 p.m.

### **Issuing of Archives**

Advance notice is required when ordering original and other non-digitized documents.

### **Making Use of Technical Equipment in the Reading and Seminar Rooms**

On principle, documents from the ITS archives can be accessed in the rooms the ITS has set aside for such use. Researchers should not remove archival materials, finding aids, microfilms or other documents/files presented to them from the rooms.

1. Researchers cannot lay claim to a particular workstation or seat. The Users Services staff will reserve a workstation or place for the researcher, if possible, in the run-up to his/her visit.
2. The ITS staff may prescribe the use of certain means or measures they deem fit for preserving the original archives. Technical equipment, such as laptops, tablets, etc., or luminescent reading glasses, for examining the originals may be utilized as far and as long as damage to the archives or interference with the reading room activities precluded. Mobile phones shall be switched off or muted in the rooms; phone calls can only be made outside the reading or seminar rooms.
3. The ITS cannot be held responsible for objects researchers bring into the rooms.

### **Conduct in the Reading and Seminar Rooms**

1. Storage compartments and lockers are available for coats, jackets and large bags, which cannot be brought into the reading and seminar rooms.
2. To allow researchers to pursue their studies undisturbed, strict silence should be observed in the reading room.
3. Researchers are not permitted to smoke eat or drink in the reading room.
4. Researchers may be asked not to bring specific objects into the reading room.
5. The staff's instructions should be obeyed.

## Identifying and Ordering Archives, Guidance

1. Overall surveys of ITS holdings may be found online and in the ITS documents database. To identify the individual archival units, researchers in general will have to look through the (digital) inventories, finding aids and indexes of the ITS relating to the respective holdings. In so doing, they will be assisted by ITS staff. This guidance is limited to a reasonable time frame.
2. Archival documents should be ordered either prior to or during one's visit. Once the user of the archives has signed a user statement, a user account will be opened for him/her and a password issued.
3. A research request or a description of the research project with the researcher's full contact data is required for each research project.
4. Archival materials are to be perused in principle in the reading room only. The supervisory staff in the reading room may reserve archival materials for the time of a researcher's visit only if these documents are not needed by the ITS for a relevant different purpose.
5. Researchers are free to use the reference library of the ITS.

## Using the Archives

1. Original archival materials are handed out to researchers by ITS staff and are to be handed back to them after use. At the end of the research visit, the researcher is obliged to report to the ITS staff that s/he is leaving.
2. Original documents are not always available for research. If paper copies, microforms or digital copies are available for use, original documents can only be presented to the researcher with the explicit permission of the chiefs of the Archives Branch.
3. Archives that either are damaged or in danger of becoming damaged through use cannot be presented to the researcher. In exceptional circumstances, the ITS may allow limited access.
4. Archival holdings are to be handled with utmost care. In particular, one should not change the order of the archival materials, remove integral parts such as sheets, slips of paper, envelopes, seals, stamps or postage stamps, attach new notes to the documents or erase existing ones or write or draw on archival material.
5. The researcher is to place the archival material onto the table surface and keep them there if there are no special devices to be used. Nor is s/he permitted to lean on the materials or moisten his/her fingers when leaving through the pages.
6. Bound materials should be opened with care. They should not be left open with the bound side facing upward.
7. Maps and other large-format documents should not hang over the edge of the table.
8. Researchers are required to wear cotton gloves when handling sensitive paper, colored index cards/maps and prints, manuscripts and photographs. The ITS will distribute these gloves to the researchers who are obligated to return them to the ITS at the end of their visit.
9. Even if taking only a short break, the researchers should close the archival file.
10. The researchers should immediately report any damaged or missing documents.
11. After finishing his/her work, the researcher should pack up the archives in their due and proper order – assisted, if necessary, by ITS staff. Care should be taken to prevent any damage.

12. The rules for using the archives apply also to using finding aids and reproductions.

### **Copies of Archival Materials**

1. Researchers are not allowed to photograph or scan nor otherwise copy or photocopy archival material to electronic storage media on their own.
2. The ITS itself (or a firm ITS commissions) will arrange for all types of photographing and copying orders. Further details and prices are covered by the ITS Rules on Fees and Tariffs. Such orders must be placed in writing.
3. The documents of the not yet digitized archival units that are to be reproduced should be duly marked by the paper strips available for that purpose.
4. The researcher must complete the respective order form for copies of digitalized documents, either as paper print-outs or as digital images stored on data media supplied by the ITS.
5. It is not allowed to reproduce entire sub-collections.

### **Restrictions, Denial and Withdrawal of the Right of Access**

If a researcher transgresses against these ITS rules in particular those listed in section six and seven, especially if this occurs repeatedly, the ITS has the right to restrict or deny his/her access.

### **Effective Date**

These Rules for the Reading and Seminar Rooms enter into effect as of August 2014.