# VISITOR REGULATIONS

## Groninger Archieven

**Welcome to the Groninger Archieven. Archival records are part of our cultural heritage. They are unique and irreplaceable and must therefore be handled with care. For that reason, we have established visitor regulations, ensuring that everyone can work comfortably.**

### Registration

- If you wish to view archival records, you will be required to present a valid identification (driver's license, passport or European ID card) at your first visit and register in our visitor registration system. Once registered, you will receive a visitors pass, which includes your visitor number. This number is needed both to view archival records in our reading room or to make reservations of the records in advance.
- For visits without intend to view archival records a visitors pass is not required.
- Personal data will be used solely to provide the requested services and products, in accordance with the General Data Protection Regulation (GDPR).
- The visitors pass is for personal use only. Loss or theft must be reported to the Groninger Archieven as soon as possible.

### House rules reading room

- The following items are allowed to be used in the reading room: laptops, phones, pencils and notebooks.
- Food and drinks are not allowed in the reading room. This includes water, sweets, and chewing gum.
- The use of pens in the reading room is prohibited, use pencils instead.
- Pets are not allowed in the reading room.
- Coats and bags must be left in the cloakroom or in a (free) locker. Lockers that remain locked after closing time will be opened and emptied by our staff.
- Our reading room is divided into three zones: the *projectzone*, *collectiezone* (record zone) and *stilteruimte* (quiet zone). Conversation is allowed in the first two zones, the third zone can be used if you desire a quiet work place.
- To ensure everyone can work undisturbed, we kindly ask you to not make phone or videocalls in the reading room and that you put your phone on silent.

### Working with archival records

- To view archival records, you will be asked to show your visitor pass at the reading room desk.
- Archival records, books and finding aids may only be examined in the *collectiezone* (record zone) and *stilteruimte* (quiet zone).

- No more than three archival records may be placed on the table at a time. Please do not place items on the floor.
- You are not permitted to write on the records, add or remove papers, or reorganize records. Additionally, consulted records must not be traced, folded, or used as a writing surface.
- After viewing archival records, the documents must be returned to the reading room desk in the original condition. Please return the records in the order in which you received them.
- Special rules apply for restricted archival records. Please ask our staff members when you have any questions.
- It is not possible to request records from our archive in Haren and Hoogkerk during your visit. You have to reserve these records in advance of your visit.

**Scans and photography**

- Always ask a reading room staff member when you need a copy of requested documents. Copies can only be made if the condition of the documents allows this. In most cases, it will be possible to make a copy. The use of personal scanning equipment is not allowed.
- In most cases, you may photograph records with your own camera or phone (without using a flash).
- Please take into account copyright, portrait rights, and the General Data Protection Regulation when publishing documents.

**General**

- We take photos and videos in our building for communication purposes, such as our website, print materials, or social media. If you prefer not to be filmed or photographed, let a staff member know.
- You are required to show the content of your bag when you are asked by a staff member to do so.
- You must always follow our staff's instructions.
- The Groninger Archieven cannot be held responsible for theft, the loss of or damage to your property.
- In the event of theft, the police will be notified.
- Wearing or using AI glasses or other smart glasses that can take photos, record audio or use AI features are not allowed. This is to protect our collection and the privacy of our visitors and staff.
- To protect our collection, we use security cameras in our building.
- Those who refuse to comply with these rules or fail to follow staff instructions may be denied further access, temporarily or permanently, to the Groninger Archieven.