

# **Reading Room Regulations**



## **Security:**

Coats, briefcases or bulky objects must be placed in the lockers outside the Reading Room. No objects other than pencils and notepaper are allowed in the Reading Room. Mobile phones should be switched off or put on silent mode. Researcher desiring to consult documents shall write their full name and address in the register of readers, and complete the request forms in the manner indicated in the Reading Room. Signing the readers' register shall imply an agreement to observe all regulations.

## **Production of documents:**

Readers may request to up to three items at any one time, to a maximum of 10 documents per day. Clients who book their documents a week prior to their visit, are entitled to consult 15 documents. No documents are delivered as from half an hour before closing. Documents must be returned to the desk counter. Researchers are to ascertain that the Reading Room officer countersigns the register as a proof that the documents have been returned.

## **Access to documents:**

- A closure period of 30 years – applies to all public documents.

## **Care of documents**

Only pencils can be used in the Reading Room. No mark of any kind shall be made on any document, and readers must not lean upon a document or place on it the paper on which they are writing. The greatest care must be exercised in handling documents and turning pages. Book pillows should be used in line with the instructions available in the Reading Room.

Bundles of loose paper must be kept in order in which they are found. If documents are found by a reader to be disarranged, damaged or fragile the officer in charge must be notified immediately before such documents are consulted.

## **Reprographic Policy**

Readers may use their own digital cameras or mobile phones to photograph documents. Before doing so please request a copy of the policy regulating the usage of digital equipment. Readers may request to use the overhead scanner in the Reading Room. Kindly consult the Self-digitisation policy.

## **The Officer in charge has the authority to decide:**

1. Whether a document or a group of documents is sufficiently robust to be handled. Whether a document is too fragile to be consulted and consequently withheld.
2. Whether photocopies can be made from volumes which in his/her opinion are too fragile to withstand the process.
3. Whether a digital or other surrogate should be used rather than the original.

## **Citation:**

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The Reading Room staff are here to advise and guide you to the sources relevant to the particular subjects you are interested in. So please do not hesitate to ask for any assistance you need.

*Thank you*