



Research Room Rules

The Archives of the International Criminal Tribunals are unique and irreplaceable. The Mechanism expects everyone using the Research Room to:

- ▶ respect records and take care when using them
- ▶ respect Research Room staff and follow any instructions they give
- ▶ respect other users of the Research Room and keep noise to a minimum

In the Research Room

- ▶ You may not bring coats, bags or umbrellas into the Research Room.
- ▶ You may not bring food or drink, including water, confectionery and gum, into the Research Room.
- ▶ You may bring pencils, paper and electronic devices such as laptops, tablets and mobile phones into the Research Room. Pens, paperclips, sticky notes or any sharp objects are not allowed.
- ▶ You may use personal cameras or mobile devices (without flash) to photograph records, unless Research Room staff give other instructions. See '[Copying Records in the Research Room](#)'.
- ▶ You must set your mobile phone to "silent" and leave the Research Room to make or receive calls.

Using Records

In using records, you must:

- ▶ handle records with care and follow any instructions given by Research Room staff
- ▶ ensure that your hands are clean and free from lotions
- ▶ use any equipment provided by Research Room staff (e.g. gloves, weights)
- ▶ consult one folder or file from a box at a time, marking its place in the box with cards provided
- ▶ turn pages carefully one at a time
- ▶ mark places in records only with the paper flags provided

- ▶ inform Research Room staff if you find any damaged records (e.g. loose or torn materials) or if records are damaged while you are using them
- ▶ return records to Research Room staff after use

You must not:

- ▶ disturb the order of records in folders or files, but inform Research Room staff if records appear to be out of order
- ▶ put anything on top of records, except weights provided by Research Room staff
- ▶ give records issued to you, to other researchers
- ▶ remove records from the Research Room

In making notes, you must not:

- ▶ lean on records when writing
- ▶ use a pencil as a pointer or make marks of any kind on records
- ▶ trace over records

Fragile Records

If an original item is fragile or in an unstable condition, you may only be able to use it under the direct supervision of Research Room staff. If an item is severely degraded and at risk of further damage, it might not be available for use. Where possible, Research Room staff will provide a copy in place of the original.

And finally...

Research Room staff are available to provide professional advice and assistance to help you get the most out of your visit.