



Regulations for the public

Access to the Archives Nationales d'Outre-Mer

General provisions

Article : Opening

The Archives Nationales d'Outre-Mer are open Monday 1300 to Friday from 0900 to 1700 without interruption.

The ANOM is closed to the public the last week of the calendar year, i.e. between Christmas (25 December) and New Year's Day (1st January) and the first week of July (Monday to Friday inclusive), as well as the Friday following Ascension Day.

Consultation rooms close at 1645. Reader registration takes place Monday to Friday from 1300 to 1630. Consultation rooms are closed to the public at 1600, on 24 December and Good Friday.

The public has access to the entrance hall, the cafeteria, the exhibition hall, and registered readers also have access to research and consultation rooms. The public is excluded from all other areas. Children under the age of 15 are not admitted to the reading room. They may not be left alone at Reception or entrusted to ANOM personnel to be looked after.

Article 2 : Registration

All readers must always carry a reader card provided on presentation of a valid official proof of identity which carries a photograph. It will only be provided when a reader has filled in a registration form.

Pre-registration can be carried out by sending the form, available on the website <http://www.archivesnationales.culture.gouv.fr/anom/fr/>, to the ANOM by post.

The passes and valid temporary and annual cards allow access to the consultation rooms and permit requests for communication to be made.

The card is strictly personal. Minors of at least 15 years of age (proof by identity papers) carrying out research may be registered as long as written parental authorisation is supplied or they are accompanied by a responsible adult.

Article 3: Right of access and rectification

As reader files are subject to the provisions of the Law dated 6 January 1978 relating to Data Protection, everyone has the right of access and rectification for the information concerning them. The ANOM are the only recipients of information concerning the profession or research subject of readers.

Article 4: Clothing

Access to the ANOM cannot be granted to people whose clothing, hygiene and behaviour are likely to be an inconvenience for other users or ANOM personnel.

Article 5: Animals

For hygiene and safety reasons, no animals can be accepted in ANOM premises except for guide dogs.

Article 6: Authorised equipment

In order to protect national heritage and the security of archive documents, readers must put all their personal affairs in the lockers. These are free.

Only loose leaves, lead pencils, laptops without a case and cameras without a case are allowed in the consultation rooms.

Article 7: Use of lockers

To use the lockers the reader is given a numbered key corresponding to a locker each day. The reader will put his/her personal effects in the locker, apart from food, and put the articles necessary for his/her work in the transparent plastic bag provided in the locker. He/she closes the locker with the key which he/she keeps until he/she leaves. All lockers must be empty and keys returned to Reception on departure and before 1700. Personal effects that have been forgotten are placed in the office of the ANOM General Secretary.

Article 8: Large luggage

For safety reasons, the ANOM will not accept any luggage or personal effects that will not fit into the available lockers and may open the lockers at any time in exceptional circumstances. The ANOM will not accept any responsibility for the loss or theft of personal belongings that readers may have left in rooms, lockers or other places.

Article 9: Telephones

The use of mobile phones is prohibited in the ANOM areas that are open to the public apart from the cafeteria.

Article 10: Cafeteria

The cafeteria is for readers and staff. It cannot be used as a meeting room or for eating food brought in by readers. Tables and benches are available to readers outside the building.

Article 11: Smoking

Smoking is prohibited throughout the building.

Article 12: Safety instructions

Readers must comply with ANOM safety instructions.

Access to consultation rooms

Article 13: Preservation of working conditions

Readers must abstain from any event that could harm the correct operation of the department and especially the work of other readers. Access to the consultation rooms by children is exclusively from the age of 15. The reader must behave correctly towards other researchers and ANOM staff.

Article 14: Preservation of silence

For the comfort of all, each reader must ensure that silence reigns in the research and reading rooms. Mobile phones may not be taken into the consultation rooms.

Article 15: Preservation of documents

In order to protect the national heritage and the security of archive documents, no liquids (especially ink or correcting fluid), and no food or drink in whatever form may be taken into the research and reading rooms. The use of lead pencils is compulsory. They may be supplied by the ANOM in the reading room.

Consultation of documents

Article 16: Assistance for the reader

Staff will guide the reader in consulting the search tools, inventories and files available in the rooms. They cannot do the research for the reader.

Article 17: Consultation of documents

Documents are communicated exclusively in the reading room for original documents and works from the library, in the microfilm room for microfilm reels and microfiches, and in the inventory room for digitised documents. In no circumstances can documents and microfilms be taken out of their respective consultation rooms. These rooms are under the direct authority of the room presidents who are responsible for applying this regulation and implementing the safety instructions governing property and people.

Article 18: Search tools in the rooms

Inventories and reference books must be consulted in their respective rooms and cannot be moved. They must be put back in place after use. The drawers of files may be consulted on specially provided tables but no sheets may be extracted.

Article 19: Delivery of documents

Requests for communication and reservation are made by readers themselves on computer terminals. A document reservation may be made on the ANOM website on condition that the reader is registered beforehand. Documents are delivered approximately every 30 minutes, at set times known as “levées” and displayed in the reading room, near the computer terminals and the communication bank. The last “levée” is at 1545.

Communication does not take place between 1200 and 1330. Only documents that have been ordered beforehand and are available in the communication bank are delivered. No documents are delivered after 1630. The maximum number of articles communicated, extended or reserved by the reader is set annually. This number may vary depending on service provision and by exceptional derogation by the Director or Room President.

Article 20: Allocation of a place in the reading room

In order to be able to work in the reading room and make requests, the reader will receive a place number at Reception. This place number must be respected. For documents consulted by derogation, and works from the library and image library reserve, the reader is shown to specific places.

Article 21: Delivery of documents

Documents are only delivered to the communication bank.

Only one single box or archive dossier is communicated at a time to each reader to avoid documents becoming mixed. Communication and derogation are strictly personal. In no circumstances can the reader entrust the documents he/she has requested for consultation to another reader, subject to the penalty of his/her card being suspended. The reader must observe the conditions attached to the consultation derogation granted to him/her, and particularly if taking photographs is prohibited.

Article 23: Extension

Articles requested for communication on the same day may be kept by the reader, if he/she makes the request to the communication bank officials (extension procedure).

Article 24: Respect for documents

Readers must respect the heritage represented by the archives kept at the ANOM. They are responsible for the documents communicated to them and must ensure that they do not suffer any damage, deterioration or alteration by them or someone else. The bundles must be undone flat on the tables and the registers consulted on the lecterns provided.

Taking notes on or pressing on a document, making marks or annotations on it, removing staples and pins, and tracing it are all forbidden. In order to protect the documents, the use of portable scanners is prohibited. In acknowledgement of the work of the ANOM staff, the internal filing of documents in the dossiers or archive boxes must be strictly adhered to. Documents must not be removed from their dossiers for any reason whatsoever.

Article 25: Consultation of photographs

When consulting photographic documents, it is compulsory to wear the gloves supplied by the ANOM.

Reproduction of documents

Article 26: Reproduction facilities

In order to protect the national heritage, reproduction is not a right; it is a facility offered to the public. The methods of reproduction are defined by a note dated 2 May 2000 available from the room president.

Article 27: Photocopies

A photocopying room is open near the reading room. The opening hours differ from those of the reading room. They are displayed in the reading room and may be changed depending on service provision. Each reader may make 30 photocopies per day, a quota that may also be reduced depending on service provision.

The reader gives the photocopy manager the computer stub corresponding to the document and gives him/her the dossier in which the reader has indicated the documents to be reproduced. In no circumstances must the reader extract these pieces.

Article 29: Photographs

After agreement from the room president readers may be authorised to photograph the freely communicable documents they are consulting themselves, as long as flash is not used.

Article 30: Use of reproductions

Since 2 janvier 2018, reuse of reproductions is free, provided that reference of records are indicated and no alterations of records are done.

Article 31: Reproduction by the ANOM Photographic Laboratory

They may also request, on a form given to them by the room president, deferred micro-filming or photography of documents. This work will be carried out by the ANOM laboratory and invoiced to the interested parties. Prices are available from the room president or on the website. If there is a deferred order for document reproduction, the entire box is returned to the communication bank with a copy of the order forms duly completed and signed, indicating to the kiosk that it is a "rendu photo" (photo return). These forms should be signed by the room president. The documents to be reproduced must be indicated inside the box by a bookmark.

Regulations for the microfilm consultation room

Article 32

Any reader with a pass or a valid reader card, whether temporary or permanent, has access to the microfilm consultation room as long as there are places available.

Article 33

The microfilm consultation room is open from 0900 to 1645. Only microfilms kept by the ANOM or received as a loan between archive departments can be consulted here.

Article 34

Some microfilms are freely accessible; others are the subject of a request to be made on the computer terminals. To avoid any risk of out-of-order filing, it is only possible to consult one microfilm at a time. Any freely accessible microfilm must be put back in its place after consultation.

Article 35

The reader is responsible for the microfilms made available to him/her.

Article 36

The reader may carry out reproductions on some machines him/herself for a fee. All reproductions are strictly reserved for the private use of the reader who made them. Any commercial use is subject to agreement from the ANOM and payment for the related rights.

Article 37

If the machines are not working correctly, a direct telephone line makes it possible to contact a technician from the ANOM photographic workshop.

Article 38

If the room is busy, any reader who is absent for more than a quarter of an hour must surrender the microfilm machine he/she is using.

Regulations for the Internet area

Article 39

Any reader with a pass or valid reader card, whether temporary or permanent, has free access to the computers in the Internet area.

Article 40

The service offered by the Internet Area is a connection service between the Internet Area micro-computers and a server centre. It does not concern the content of the services which the user can consult.

The ANOM will not be held responsible for the services accessible by Internet and exercises no control, in whatever form, on the nature or characteristics of the data which may be transmitted by the intermediary of its computers.

The responsibilities of the ANOM cannot be called into question due to the nature of the Internet network and especially its technical performance, response time, consulting, examining or transferring information and possible disconnections while in use.

It is up to the user of the Internet Area to take all appropriate measures to protect his/her own data.

The user is the only person responsible for his/her mailbox. Consultation and deletion of messages is his/her responsibility.

The data circulating on the Internet may be regulated in terms of usage or be protected by a property right. The user of the Internet Area is the only person responsible for the use of the data he/she consults, examines or transfers on the Internet.

The Internet user community has developed a code of conduct, the violation of which may have the effect of excluding the user from Internet access and access to the Internet Area. In no circumstances can the ANOM be held responsible for this fact.

If there is a connection to a website contravening the general regulation of the Ministère de la Culture et de la Communication, as well as the attempt or accomplishment of an act of piracy or illicit use of information circulating on the network, the Director of the ANOM reserves the right to cut off Internet access and exclude the user.

Article 41

The user is the only person responsible for any damage, direct or indirect, material or immaterial, which is caused by the user or one of his/her employees to the Internet Area or to a third party, as a result of his/her use of the services offered by the Internet Area.

The ANOM cannot be held responsible for a force majeure or facts beyond its control, particularly for the interruption of access services by the server, loss of data or any damage.

The ANOM cannot in any circumstances be held responsible for the reliability of data transmission, access time, and possible restrictions of access on the networks and/or specific servers connected to the Internet network.

It is also specified that only the user is responsible for the use of the services consulted.

The ANOM cannot in any circumstances be held responsible for the content of the services consulted, including those accessible via the directories, for the nature of the data examined, transferred or put on-line by users and, generally, for any information consulted by the user.

Regulations for photocopying documents

In application of the Ministerial Circular, AD22000/5254 dated 4 November 1983, and in compliance with the studies conducted on the photocopying of archive pieces by the Research Centre for the Conservation of Graphic Documents, the following provisions should be observed at the ANOM.

Article 42

In order to be able to make photocopies, the reader must buy a card from a wall distributor located at the entrance to the microfilm room. The minimum cost for the card is 1 Euro: the card itself and 2 photocopies.

This card can be reloaded. It is used for all types of reproduction (photocopies in the reading room, printing from microfilms or digitised documents).

Article 43

The reader goes to the photocopy room armed with the dossier containing the document to be reproduced and the corresponding computer stub. In no circumstances must the reader extract pieces from the dossier.

Article 44

Prices and times for photocopying are displayed in the reading room.

Article 45

The number of photocopies is limited to 30 per reader per day. If it is busy this number may be reduced.

Article 46

Photocopying must not in any circumstances damage the document or change its form. It is especially prohibited to turn back existing folds or create additional folds.

Article 47

Photocopying is strictly forbidden for:

- pieces in poor condition (i.e. showing signs of mould, eaten by insects, crumpled, folded or torn, yellowing or dried out, transformed into “lace” by acid ink, etc.)
- documentary collections with a rigid cover: registers, books, pads, thick brochures, inventories, etc.
- parchments, pieces with seals or stamps
- blueprints and negatives
- copies on carbon paper of typed pieces
- pieces with pigmentation that is too weak or too fragile
- pieces bound together with string or ribbon passed round at a distance from the edges
- maps and plans, posters and engravings exceeding A3 format
- photographs, postcards
- newspapers
- library works

Article 48

Some documents, which cannot be photocopied, can as an exception be photographed by the ANOM photographic workshop for a fee.

Article 49

Any photos taken are strictly reserved for private use. Any commercial use is subject to agreement from the ANOM and payment for the related rights.

Theft and contentious matters. Legal proceedings

Article 50

There may be a control when leaving the reading room: readers are asked to show the contents of their plastic bags and open their laptops. Furthermore, controls in rooms, lockers and when leaving the ANOM can take place at any time.

Article 51

Sworn officials are authorised to establish a report if there is an infraction of the law on the protection of public collections against malicious acts (Article 3 of Law No. 80-532 dated 15 July 1980).

Article 52

Deliberate non-adherence to the recommendations of the regulation will lead to suspension, even the removal of the reader card without reimbursement of the costs and, if necessary, criminal legal proceedings for deterioration or theft (Articles 322-2 and 433-4 of the new Penal Code).

Article 53

The Director of the Archives Nationales d’Outre-Mer is responsible for the application and distribution of these regulations. They are displayed in the reading room or downloadable from the website. A copy is given to each reader on request.