



Regulations for the public

Reproduction of documents

Article 26: Reproduction rights

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.

Article 28: Photocopies (cont.)

The reader gives the photocopy manager the computer stub and gives him/her the file 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: Private use of reproductions

Photocopied or photographed documents may only be destined for private use (personal research, student work). Any other use is subject to agreement from the ANOM and payment for the related rights. It is up to the requester to carry out the research concerning the possible intellectual property rights and if necessary make arrangements with the holders of these rights. For the reproduction of photographs, the reader must sign an attestation that relieves the ANOM of all recourse from entitled beneficiaries (copyright).

Article 31: Reproduction by the 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 laboratoires and invoiced to the interested parties. Prices are available from the room president. 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 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.