

# **Archives and Library of the Jean van Caloen Foundation**

## **Reading room regulations**

### **1. Access to the reading room**

Art. 1. Visits to the reading room are possible from Monday to Saturday, by appointment only and after a motivated written request by e-mail or letter. For this, the archivist is contacted. Contact details can be found on the website of Loppem castle. Any request to consult the archives and collections should be based on a serious, scientific question, as demonstrated in the motivated application. The archivist judges the seriousness and admissibility of the application. In case of a dispute, a committee of three members of the Board of Directors, appointed by the chairman, will decide.

Art. 2. When visiting the reading room, the reader must register in the reading room register with his name, address details, consulted documents or objects and signature. By signing the register, the visitor undertakes to comply with the reading room regulations at all times.

### **2. Consultation of documents and objects**

Art. 3. Consultation of the archives and collections takes place only on site in the reading room, under the supervision of the archivist. Lending or taking documents with you is not permitted under any circumstances.

Art. 4. Coats, bags, backpacks, umbrellas, etc. are left in the entrance hall outside the reading room. The use of a personal laptop is allowed; Wi-Fi is available.

Art. 5. Smoking is prohibited in the reading room and by extension in the entire building. Eating or drinking in the reading room is not allowed.

Art. 6. When consulting documents, the researcher observes the following rules: the documents always should be handled carefully, with dry and clean hands; the existing order of loose-leaf documents is not disturbed; the documents are not wrinkled or folded; it is prohibited to make any marking or deletion in the documents, to put writing paper on the documents and to make notes or to calque documents; the use of highlighter, pen or ballpoint pen is not allowed; taking notes is only allowed with pencil; putting the documents back in their original packaging should be done with the utmost care.

Art. 6. The archivist may refuse consultation of a document or object for reasons of preservation or conservation.

Art. 7. Documents and objects may be photographed by the researcher, but only without flash, only for his own research purposes and only in agreement with the archivist. It is not permitted to reproduce an archive file in its entirety or an essential part thereof and to share it digitally with third parties. It is up to the archivist to assess this.

Art. 8. Scans can be obtained from documents for publication purposes. Only the archivist should make these scans. He may refuse scans for preservation or preservation reasons.

### **3. Loans**

Art. 9. Documents and objects are never loaned to private individuals. Loans are possible for exhibitions by organizations or institutions. Each loan application, with the attached advice from the archivist, is submitted for approval to a committee of three members of the Board of Directors, designated by the chairman. A contract is drawn up for each loan, with the necessary insurance against all risks and with guarantees for good material conditions.

### **4. Publications**

Art. 10. The researcher who publishes a study in which information from the archives is used, always mentions the location of the sources. For this he refers to "Archives of Loppem Castle", followed by a correct and as complete as possible archive reference. In case of frequent references within the same publication, the institution name can be abbreviated to ALC.

Art. 11. The researcher is requested to donate a copy of this publication to the library of the Jean van Caloen Foundation.

Approved by the Board of Directors on March 19, 2022