



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

# UNHCR ARCHIVES

## RESEARCH REGULATIONS

Revised June 2010

The UNHCR Archives preserves permanently valuable historical materials and makes them available for research.

### Registration

1. When you first visit the Archives, you must be registered. If you haven't previously done so, you will be requested to fill out the Research Application.

### Personal belongings

2. Fountain pens are not allowed in the research room, but other writing implements are permitted.
3. Personal computers are permitted.
4. Researchers are welcome to bring a digital camera for reproduction. A digital camera may also be provided on site for researchers' use.
5. Food and drink are not permitted in the research room.

### Using the Records

6. Preserve the existing order and arrangement of the records by examining only one file at a time and marking its place in the storage box with place cards available for this purpose.
7. Do not remove fasteners from documents. Do not attach paper clips, notes or other items to documents. Use the paper markers provided to identify your place in a document.
8. Return records to their containers when you leave the research room.
9. Do not lean on or trace over documents. Do not use a pen or pencil as a pointer and do not make marks of any kind on the documents.
10. When you leave at the end of the day please inform the research room monitor if you have finished with the records.
- 11. Researchers may not use or distribute copies of the material consulted without seeking permission from the copyright holder (which may or maybe not the UNHCR Archives).**

The UNHCR Archives reserves the right to revoke the research privileges of any person who does not abide by the Research Room Regulations.