



## **INFORMATION GOVERNANCE AND PRESERVATION**

Information Technology

### **IMF ARCHIVES - READING ROOM PROTOCOL**

Welcome to the International Monetary Fund's Archival Reading Room. The Reading Room is open Monday to Friday, from 9:30 am to 5:00 pm. Upon arrival, an IMF archivist is required to make a copy of your photo ID (e.g. passport, driver's license) for security purposes.

You are required to sign the Visitors Book upon arrival at the Archives Reading Room and at the beginning of each day of your visit.

You will be presented with two folders at a time. Paper records and photographs can only be viewed in our reading room with the supervision of an archivist. All digital copies can be found on our [catalog](#).

To minimize damage to archival records and preserve them for future researchers, we ask that you comply with the following protocol:

#### **Prohibited from the reading room:**

- Bags, briefcases, laptop bags, document case of any other container
- Books, papers, newspapers
- Food or beverages (including gum, lozenges, mints, etc.)
- Pens, highlighters, makers
- Lotions, eye drops, antibacterial handwash, or any other liquid
- Coats, jackets, or any other type of outerwear
- Hats, scarves and gloves
- Envelopes, notebooks, binders or folders

#### **Items permitted in the reading room:**

- Personal laptop computers, tablet/iPad and mobile phones (on 'silent mode')
- Personal digital camera (flash and shutter noise must be disabled)
- Headphones
- Plugs, leads and cables to connect your own devices to IMF power sockets

#### **Inappropriate handling of records:**

- Writing on, marking, defacing, cutting or damaging in any way, a record
- Folding or creasing a record
- Handling photographs or negatives without using the gloves provided

- Any unnecessary handling or touching of a record
- Allowing a record to hang over the edge of a table
- Licking or moistening fingers while handling a record
- Flicking or fanning through the pages of a record
- Use of an instrument to turn the pages of a record
- Leaning on, or placing objects, other than document weights provided by staff on the records
- Re-arranging the order of records
- Removing any tags, or other bindings from records (if text is obscured and the removal of a record is absolutely necessary, please ask an archivist for assistance)
- Failing to use foam wedges to support records (if it is practical to do so)
- Tracing of records
- Sharpening of pencils near any records
- Use of flash photography
- Holding the records up and reading like a book, records should always be flat on the table
- Removing records from the reading room

**Provided for your use:**

- Lockers to store your belongings and valuables before entering the reading room
- Pencils
- Notepaper
- Cardboard 'bookmarks' to mark a place for later reference
- IMF Guest wifi
- Reference material

In the rare event of an emergency, when evacuation of the building or shelter-in-place is initiated, researchers are required to follow the instructions of the archivist on how to proceed.

Please remember that archivists are on hand to provide professional advice to help you get the most out of your visit, so please do not hesitate to ask questions if we can be of assistance.