



STATE ARCHIVES OF BELGIUM

Special preventive measures against Coronavirus/COVID-19

Before you visit the State Archives

Our reading rooms are accessible **upon appointment only**. Please make an appointment by e-mail to the State Archives repository you wish to visit at least two working days before your planned visit. Access is granted once your appointment is confirmed by e-mail.

When requesting an appointment (by e-mail) please indicate **max. 5 documents** you wish to consult. These documents will be ready for you on the day of your visit. As inventories are not available in open-access shelving, visitors are advised to consult finding aids online.

In order to limit contacts with the reading room supervisor to the strict necessary, visitors are advised to pose their questions if possible prior to their visit (preferably by e-mail).

Access to the State Archives

Wearing a **face mask** is mandatory in the public rooms of the State Archives.

The cloakrooms are temporarily closed. You can store your coat, bag and other belongings that you cannot take into the reading room in the lockers.

The **public rooms are rearranged** (delimitations with barrier tape, markings on the ground, limited number of seats, etc.). Please abide by these indications.

You are **not allowed to eat or drink** on the premises. Cafeterias are temporarily closed and vending machines are out of service.

Visiting the reading room

You are advised to **wash your hands before entering the reading room**, or to use the hand sanitiser available at the entrance of the reading room.

Inventories and other finding aids, microfilms, microfiches, books and journals that are usually available in open-access shelving must now be requested from the reading room supervisor. The same applies to bookrests and archive cushions.

Please hand these tools back to the reading room supervisor after use or leave them in the designated place.

Clean your hands before and after use with the provided hand sanitiser.

Unfortunately we can currently not provide any shared pencils and sharpeners; you must **bring your own pencil and sharpener**.

Use hand sanitiser before and after using a keyboard or a microfilm reader. Reproduction equipment may only be used by reading room personnel: all reproductions must be ordered; payment by bank transfer or if possible by payment card.

Last but not least

Saturday service is cancelled as long as the modified rules apply.

In case of refusal to abide by the special prevention measures, access to the reading room may be denied.