

General provision governing public access to the NATO Archives Reading Room

- Anyone wishing to consult publicly disclosed NATO material onsite must first complete and send a request form to the NATO Archives [mailbox.natoarchives@hq.nato.int] describing the subject of the research and the requested consultation dates.
- A visit to NATO HQ cannot be arranged without the completion of the request form and confirmation by the NATO Archives.
- Processing and confirmation of the access form will take a minimum of **10 working days**.
- After receiving access confirmation, researchers will come to NATO HQ on the dates arranged with the NATO Archives. Visitors must ensure that their valid identity document is on hand to present at the NATO HQ site entrance upon arrival.
- Visitors will be met at the NATO HQ site entrance by a NATO Archives staff member, who will guide them through the visitor registration process.
- Visitors will receive a temporary visitor's pass allowing access to the Public Square where the Library and the Reading Room is located. This pass shall be handed back to the Site Entrance at the end of the day.
- Researchers are permitted to bring laptops and smartphones with them into the Public Square. Please be advised that NATO security regulations stipulate that these devices are not to be used to take photographs while onsite at NATO HQ. Any infraction of this regulation will lead to the immediate removal of the visitor from NATO HQ.

Opening hours

- The NATO Archives Reading Room is open from:

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| Monday to Thursday | 9.00 to 12.30 and from 13.30 to 17.00 |
| Friday | 9.00 to 12.30 and from 13.30 to 15.00 |

- The Reading Room is closed on the following dates:
 - 1 November 2018
 - 9 December 2018 – 13 December 2018
 - 22 December 2018 – 7 January 2019
 - 19 April 2019
 - 22 April 2019
 - 1 May 2019
 - 30 May 2019
 - 22 July 2019
 - 15 August 2019
 - 1 November 2019
 - 23 December 2019 – 6 January 2020
- In addition, 1 week in June 2019 and 1 week in December 2019 will also be closed for the meeting of the Archives Committee. These dates will be announced as soon as they are confirmed.

Access to documents and reproduction

- Many of the documents are available in digital format. Visitors to the Reading Room may request copies of individual documents.
- Digital copies can be requested free of charge during visit. However the Reading Room attendant may limit the quantity of items to be duplicated.
- Exceptionally valuable or fragile documents in paper format may be used only under the conditions specified by the reading room attendant.
- Readers are asked to provide a copy of their paper, thesis or publication, once it has been completed, for reference purposes in the NATO Archives Reading Room.
- NATO material should be quoted accurately and in its proper context.

Code of Conduct

- Readers are responsible for taking proper care of the equipment to which they have been given access.
- Smoking, drinking or bringing food into the Reading Room is forbidden.
- The Reading Room supervisor is authorized to take action against readers who do not respect these regulations. Infractions will lead to the suspension or withdrawal of the authorization to work in the NATO Archives Reading Room, without prejudice to possible legal action.