

## **HOW TO ACCESS THE EUROPEAN CENTRAL BANK (ECB) ARCHIVES<sup>1</sup>**

### **Conditions of access to the ECB Archives**

The holdings of the ECB Archives can be consulted at the ECB's premises. Visitors are required to complete the web-based request form and submit it to the ECB. Alternatively, requests may be sent by regular mail, e-mail or fax:

*ECB Secretariat Division*

*Kaiserstrasse 29, D-60311 Frankfurt am Main, Germany*

*Fax: +49 69 1344 6170*

*Email: [ecb.secretariat@ecb.int](mailto:ecb.secretariat@ecb.int)*

The request form should indicate, as specifically as possible, the details of the requested document or record so that all potentially useful documentation can be identified, and its availability ensured upon arrival of the visitor. The intended date of the visit should also be specified. The ECB Archives, within five working days of receiving the request form, will send a reply<sup>2</sup> either confirming the intended visit date or offering an alternative date. The ECB may limit the quantity of records to be consulted at any one time.

On the date of the visit, the visitor is required to bring the above-mentioned letter of reply, together with a valid identity document, to gain access to the ECB. Any visitor to the ECB Archives must strictly observe the key visitor security procedures.

### **Opening hours**

The ECB Archives are normally open from Monday to Friday between 9 a.m. and 5 p.m., on ECB working days.

### **Reproduction of documentation**

Visitors can obtain photocopies of documentation by completing a form indicating the reference(s), page number(s) and, if applicable, the number of the microfilm reel. ECB staff will then make the photocopies. The provision of photocopies of less than 20 pages is free of charge. Photocopied documentation may be reproduced in facsimile, following receipt of written authorisation from the ECB. Any quotations from documentation must be accurate, and in their correct context. Access to documentation must not be interpreted as relinquishment of the ECB's copyright.

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<sup>1</sup>The document "How to access the ECB archives" should be read in conjunction with the ECB visitor security procedures. The visitor security information leaflet states that:

- visitors must be in possession of a valid passport or ID card in order to gain access to the ECB;
- while on the ECB premises, the security badge must be worn at all times;
- personal belongings should not be left unattended;
- in case of emergency, Security can be contacted by dialling extension 111 from any ECB telephone.

<sup>2</sup> The ECB may decide to release records without prior on-site consultation. See also the paragraph below entitled "Access without visiting the ECB premises".

Visitors are permitted to use their private laptop PCs, but these may not be connected to the ECB network. The explicit authorisation of the ECB Archives is required in order to use devices such as mobile telephones (with or without built-in cameras).

### **Access without visiting the ECB premises**

Hard copies of ECB documentation or copies provided in electronic format may be obtained remotely through the ECB Archives. The time and resources required to make reproductions must not, however, obstruct any other service obligation of the ECB Archives. For any complex or extended research, the applicant may be requested to perform his/her consultation on-site.

### **Diligence**

The visitor is responsible for taking proper care of the consulted documentation. It is not permitted to smoke, drink, or bring food into the ECB Archives. Visitors must not remove documentation from any room, and must immediately report any defects or accidental damage occurring to the documentation. Disrespect for these rules will lead to the suspension or withdrawal of authorisation for future use of or access to the ECB Archives.

### **Publications**

Visitors are requested to provide a copy of their paper, thesis or publication for which documentation has been consulted, upon completion.

### **Final clause**

By completing and returning the request form, the visitor confirms that he/she has read and understood the aforementioned rules, and agrees to abide by them.