

GENERAL RULES AND REGULATIONS READING ROOM

The visit

- On arrival, please report to the front desk for registration. If you have a reservation for viewing originals, you will be assigned a table/workplace where you can view the originals.
- It is not allowed to bring bags, coats and other personal items into the reading room. There are free lockers in the hall where you can store your personal items. Your paper notes are allowed inside.
- Laptops, photo camera's and/or telephones are allowed (in silent mode) in the reading room.
- Please take the other reading room visitors into account if you want to consult. Do not make telephone calls or video calls in the reading room.
- Only use pencils for writing. The Utrecht Archives ensures that these are available.
- No smoking, eating and/or drinking allowed in the reading room. A coffee machine is available in the central hall.

Research

- You can request one archival piece in advance. It will be available for you upon arrival. If you want to view more archives you can order them via the computers in our reading room. If you need assistance please contact one of our staff members in the reading room.
- You may view a maximum of 1 original archive item at a time. This is to protect archival documents that are often old and therefore vulnerable
- Please handle the archives with care. Keep the archival documents lying flat on the table as much as possible. If necessary, use reading pads or lead laces to consult bound documents. Leave the pieces as they are. Do not remove labels or staples. Do not change the composition and/or order of the pieces.
- All books, copies, microfiches and (roll) films present in the reading room can be consulted independently.
- If an archival item is digitally available you can't request the original item for research. If the reproduction is not satisfactory the original may be viewed. Only after permission from a reading room staff member and if the material state of the original item allows it.
- Most archival items may be photographed. Do not use a flash and turn off the sounds of your device. Keep in mind:
 - You may photograph public records.
 - Restricted public records such as blueprints, construction drawings and images that are subject to copyright may not be photographed. It is possible to have a print or copy made for a fee.
 - A correct acknowledgment of the source is required for publication.

The Utrecht Archives / Het Utrechts Archief

Alexander Numankade 199-201 in Utrecht.

Opening hours: [check our website for the up-to-date opening hours](#)