



BANK OF GREECE

EUROSYSTEM

CENTRE FOR CULTURE, RESEARCH AND DOCUMENTATION

HISTORICAL ARCHIVES SECTION

Terms of Use

(in effect from 1.6.2020)

1. SCOPE

This document lays down the terms and conditions applying to researchers using the services of the Historical Archives of the Bank of Greece (IATE), as stipulated in the IATE User Service Procedure.

2. ACCESS, REGISTRATION & USE OF THE READING ROOM

2.1 Conditions for access

The IATE's archives are freely accessible to researchers, except where restrictions apply, based on national and European legislation or the Bank of Greece's own regulations.

Access to the IATE's archives is conditional upon researchers accepting and complying with the present Terms of Use and the security regulations in force on the Bank's premises, as well as upon the submission of a *Confidentiality and Privacy Agreement* (see 2.4 below).

2.2 Location and opening hours

The IATE's reading room is located in the Bank of Greece's Head Office (21 El. Venizelou Ave, GR-102 50 Athens, Greece) and is open between 9:00 and 14:00 on working days. Any changes to these opening hours are posted on the Bank's website.

2.3 Reservations and admission

Due to the limited number of workstations available in the reading room, admission is by appointment only, as seats need to be reserved in advance. Reservations can be arranged via telephone or e-mail (sec.histarchives@bankofgreece.gr), at least two working days prior to the date of the intended visit. Should no seat be available on that date, researchers will be informed of the next available appointment.

On the date of their appointment, researchers present their identification at the Bank's entrance, where security provides them with a visitor's pass, used for admission into the IATE. Admission is only open to adults (18+), who may not be accompanied by minors or any other person not involved in the research.

2.4 Registration

Upon arrival at the IATE, researchers will be asked to provide their personal details and state the purpose of their research by completing a *Researcher Application* form (F0). The form is accompanied by a *Confidentiality and Privacy Agreement*. The application form is available on the Bank of Greece website and may also be emailed to IATE in advance

(sec.histarchives@bankofgreece.gr). In submitting this form, applicants declare their acceptance of the Terms of Use and acknowledge that the Bank of Greece shall process their personal data for the purpose of providing access to the IATE's services.

Applications are approved, as long as the research purpose is considered relevant to the IATE's holdings and applicants have not violated the Terms of Use in the past.

Once their application is approved, new researchers are registered and receive a unique researcher identification number (AME), along with a username and password to log in to the IATE's information system. These credentials are personal and non-transferable.

2.5 Notification of changes in information

Registered researchers are required to notify IATE staff and submit a new/updated *Researcher Application* form (F0) whenever the

purpose of their research or any of their personal details change.

2.6 Entry into the reading room

Before entering the reading room, researchers must secure their personal belongings (handbags, briefcases, etc.) in the lockers provided. The use of mobile phones in the reading room is prohibited. All mobile phones should be put on silent mode and left in the locker.

Researchers may only take stationery for taking notes (pencil, paper or notepad) and/or a laptop into the reading room. The consumption of food and beverages and the use of ball-point or fountain pens are prohibited. Cameras, including those on mobile devices, may only be used with the explicit permission and under the supervision of IATE staff.

3. CONSULTING ARCHIVAL MATERIAL

3.1 Research facilities and finding aids

Archival material can only be consulted in the reading room. Researchers are strictly prohibited from entering storage areas or removing material from the reading room.

Within the reading room, researchers have access to the IATE's finding aids (catalogues, indexes, etc.). Each workstation is equipped with a computer where researchers can log in with their username and password to access the IATE's information system and browse through arranged archival holdings not subject to access restrictions.

For security reasons, no Wi-Fi access is provided and computers are not connected to the internet. Workstation computers should not be used for tasks unrelated to the reading room.

IATE staff stands ready to assist researchers in locating and consulting the archival material they are interested in. Also, the staff supervises the researchers' use of computers and/or archival material to ensure compliance with the Terms of Use.

3.2 Consulting archival material and handling originals

All digitised material is directly accessible from the researchers' workstations via the IATE's information system.

The consultation of original (non-digitised) material is only permitted when:

- (a) no digital copy is available; or
- (b) the digital copy is inaccessible or illegible for technical reasons; or
- (c) the specific research project requires access to original materials;

in all other cases, researchers will *only* consult the digital copy.

To obtain access to original archival material, researchers must fill out a *Consultation Slip* (F1), indicating the local reference code for each file requested.

IATE staff delivers any original material requested, one file at a time; to consult a new file, researchers must first return the previous one. Before leaving the reading room, researchers must return all archival material, along with the signed *Consultation Slip* (F1).

Researchers should adhere to IATE staff instructions regarding the handling of originals. Researchers must refrain from making any notes or marks on the documents or using any sharp or other instrument that could damage or alter the archival material.

Given the uniqueness and sensitivity of archival material, researchers must handle originals with care and refrain from changing the order of documents within a file, especially in the case of loose (i.e. unbound) documents.

3.3 Backlog (unarranged) material

Access to backlog (unarranged) material is prohibited, unless a special permit is granted by the IATE Head, with the concurring opinion of the IATE's Scientific Advisor. In such cases, the material requested is made available for consultation in the reading room, in accordance with the provisions stipulated here.

4. REPRODUCTION OF ARCHIVAL MATERIAL & COPYRIGHT PROTECTION

4.1 General terms

IATE is responsible for safeguarding the copyright on archival material made available to

researchers. Researchers may apply to obtain copies of archival documents; such applications are subject to the approval of the IATE Head and may be denied, among other reasons, if the reproduction process may jeopardise the original's physical integrity.

In the interest of protecting the originals, reproduction is only undertaken by qualified IATE staff. Copies are made available free of charge and are delivered exclusively in digital form. For non-digitised material, delivery times depend on the number of reproductions requested, the nature of the original and the IATE's work schedule.

Copies made available are subject to the following restrictions (per individual researcher):

- (a) it is not permitted to copy an entire fond series or subseries;
- (b) the aggregate number of copies from a fond may not exceed 10% of the fond's total pages;
- (c) the total number of reproductions cannot exceed 2,000 pages per year.

Researchers wishing to obtain copies in excess of these limits must apply for a special derogation; such applications are reviewed by the IATE's Head.

4.2 Reproduction for personal use

Researchers wishing to reproduce archival material for personal use are required to submit an *Application for Personal Copies* form (F2). Following their application's approval, researchers receive watermarked, low-resolution copies. These are meant exclusively for their personal use; any further reproduction, publication or public display is prohibited.

4.3 Reproduction for publication (incl. electronic publication) and public display

Researchers wishing to reproduce material for publication (including electronic publication, web posting, etc.), exhibition or any other non-personal use, are required to submit an *Application for Reproduction and Permission to Use* form (F3). Such permissions are subject to the approval of the IATE's Head and are conditional upon acceptance of

the general and special terms of use stipulated therein.

4.4 Reproduction by personal means (self-service photography)

In exceptional cases, subject to the approval of the IATE's Head, researchers who have applied for copies may be permitted to take their own photos of the original material. Photos are taken exclusively in the reading room, under the supervision of IATE staff. The use of flash or any device that comes in direct contact with the original (e.g. flatbed scanners) is prohibited.

Before leaving the reading room, researchers must hand in a digital copy of any pictures they have taken. To this end, researchers are expected to carry with them all necessary equipment (e.g. connecting cables, adaptors, etc.) for extracting digital files from their device. Otherwise, the taking of photographs will not be permitted, regardless of any prior approval.

5. DATA PRIVACY & OTHER RESEARCHER OBLIGATIONS

5.1 Legal basis for processing personal data

To perform its tasks, the IATE maintains archives and collections and processes the personal data contained therein. In performing its activities, the IATE is subject to the Privacy Policy of the Bank of Greece and the General Data Protection Regulation (GDPR) (2016/679/EU).

5.2 Data privacy obligations

Researchers are bound by the *Confidentiality and Privacy Agreement* they sign. Specifically:

- (a) they are obliged to treat any information relating to a natural person (personal data) that comes to their knowledge or is accessed by them in the course or on the occasion of their research as confidential;
- (b) they undertake to process any such personal data only for the purpose stated in their application and, insofar as the processing of such data is part of their

professional activity, to adhere to the provisions of the GDPR;

- (c) they undertake to protect and preserve the confidentiality of the above data and to refrain from disclosing, sharing, transmitting or otherwise making available such data to third parties;
- (d) they shall take all appropriate measures to ensure the anonymity of data when making their research, or any part thereof, public, and, should they wish to make personal data, including data capable of identifying a natural person, publicly available, they shall specifically request so from the IATE.

5.3 Researchers' obligations concerning publications

Researchers who publish their findings, including any researchers defending their Master's or Doctoral theses, drawing on IATE archival material, are required:

- (a) to acknowledge the IATE as the source of the material and to cite this material using the identifier "GR IATE", followed by the IATE local reference code for the item concerned in the format: A [Fond number] S [Series number] Y [Subseries number] F [File number] T [Item number] / [Page number] (e.g. GR IATE A1S1Y2F3T104/4); and
- (b) to deposit a copy of their finished work, in print and/or electronic form, with the IATE.

