



General State Archives

Direction of Archival Research, Public Relations, Communication,
Maintenance and Retention of Archives

READING ROOM & ARCHIVAL RESEARCH DEPARTMENT

Special Reading Room Operating Regulation

In the context of the Reading Room and Archival Research Department's re – opening, having as our primary objective the protection of the public health, the safety of both the staff and the citizens served, the staff adequacy and the avoidance of overcrowding, the Reading Room Operating Regulation is amended to the following:

The operating schedule is modified with its opening days on:

Monday, Wednesday, Friday (Reading Room): 09:00-13:00

Tuesday and Thursday (Judicial Records): 09:00- 13:00

A. For the Reading Room, archival material is issued until 12:00

According to the provisions of the Common Ministerial Act (ΔΙΑ/ΓΠ.οικ.33465/2020 – ΦΕΚ 2087/Β/30-5-2020: “Distance- keeping rules in private enterprises, public services and other public assembly places throughout the Territory to limit dispersal of COVID-19”) and considering the available space in the Reading Room area, **up to five (5) researchers** per day are allowed to visit the premises.

For the needs of accessing the digital archives, **only one (1) computer** will be available for use.

Researchers come strictly after prior communication and only by appointment.

The contact number for setting appointments is 210 6782208 & the e mail address is anagnostirio@gak.gr

When setting the appointment, we advise users to prepare a list of files for consultation beforehand, in order for it to be available and ready for their on - the - spot –meeting.

B. For the Judicial Records section, only one (1) person at a time comes to the room by appointment.

The applicant should have sent a written request before the appointment with the copies he/she wishes to get in order to be ready for delivery and avoid the long stay in the premises

C. General rules/ instructions

- In case of arrival of more than five (5) persons without notice or an already set appointment,
 - ✓ they come to the counter and inform the staff of the subject of their research
 - ✓ the staff sets the date of the appointment in order of priority
 - ✓ they do not remain in the area in order to avoid crowding
- For all the above, the public is informed both through the website and the announcements at the entrance of the Service and the Department
- The researchers are invited to come in with their own gloves and masks and observe the hygiene rules (hand washing, use of alcoholic solution after contact with physical objects, avoid face touching, face covering in case of coughing, sneezing, etc)

The Regulation of Operation of the Reading Room has been drafted on the basis of the Recommendations for the restoration of the normal functioning of libraries and the management of their Physical Material in relation to the COVID-19 of the Association of Greek Libraries and Information Scientists, taking into account the instructions followed by libraries in Europe, North America , Asia and Australia, as gathered by the International Federation of Libraries Associations and Institutions <https://www.ifla.org/covid-19-and-libraries>.