

## Library Regulations

1. Smoking, eating, and drinking are strictly prohibited inside the library area.
2. Briefcases or bags are not permitted in the library.
3. The library facilities, stock and equipment, are intended to be used for research purposes only.
4. No book, periodical, piece of equipment or furniture may be removed from the library premises without the prior consent of authorised personnel. Unauthorised removal of any item is an offence and will be dealt with according to the relevant regulations.
5. The books used must be returned to the designated tables or book carts.
6. When readers receive archival records, they should make sure:
  - a) Their hands are clean, and use the gloves provided by the personnel.
  - b) They use only pencil or computers for taking notes.
  - c) They do not place books, notepads, or papers on archival records when making notes.
  - d) They do not damage, write or make any mark on archival records.
  - f) They keep bundles of loose papers in the order in which they are received.
  - g) They do not remove archival records from the library and do not pass archival records to other readers.
7. Users who disturb other users in any way (noise, behaviour etc.) may be denied future access to the library if they do not conform to staff requests to refrain from being noisy or to behave in an orderly manner.
8. Users are liable to pay for the repair or replacement of library equipment/stock, which they have damaged willfully or accidentally. Intentional damage will imply limitations or denial of future access to the library facilities.
9. Photocopies are allowed with a fee of €0,10 per page. Copying of the entire content of a record and where there is a risk to cause damage to the records will not be undertaken.
10. Researchers can obtain digital reproductions of any record not intended for publication with the fee of €10,00 for every image.

11. To obtain digital copies of any material for publication, the cost is €35,00 for every image and one-time use. Kindly note that CVAR should be acknowledged in the caption of the image as follows: Costas and Rita Severis Foundation – CVAR
12. Photographing by researcher on site (no flash)- No charge