

## **EUROBANK HISTORICAL ARCHIVES READING ROOM AND LIBRARY REGULATIONS**

1. The main purpose of these Regulations is (a) to effectively protect the uninterrupted operation of the Eurobank Historical Archives (hereinafter “EHA”) and (b) to safeguard the right of the research community to use the EHA’s archival materials and books under the terms and conditions laid down herein.
2. Access to files held by the EHA up to and including 1992 is determined by the decision of the Communication Committee dated 15.06.2022 on the opening of the Eurobank SA Historical Archives to research audiences.
3. Archival materials and books (hereinafter referred to overall as “archival materials”) shall be examined exclusively at the EHA Reading Room located at the 10 Filellinon and 13 Xenofontos Street (2nd floor), 10557 Athens, Greece. The Reading Room operates on working days from 10:00 to 15:00. The EHA may change its operating hours or the ability to visit at any time, if that is considered necessary, in emergencies (such as cases of compliance with government guidelines to avoid the spread of epidemics, etc.) and shall post a relevant update on the website <https://www.eurobank.gr/en/group/about-eurobank/the-eurobank-historical-archives/a-century-of-banking-history/>.
4. Before entering and remaining in the Reading Room researchers are obliged to place their personal items (such as jackets, coats, bags, briefcases, books, newspapers, etc.) in special lockers located outside the Reading Room. When entering the Reading Room, only papers for work notes or notebooks and a laptop are permitted.
5. At the Reading Room researchers first sign the *Visitor Log* and provide their basic personal data. They must then present their ID card or passport, fill out and sign the relevant printed *Researcher Onsite Application Form* for the study of archival materials by hand and receive a copy of these *Regulations* and the *EHA Researcher Personal Data Processing Notice*.
6. By submitting the *Researcher Onsite Application Form*, the applicant declares that they accept these *EHA Reading Room and Library Regulations*. The *Researcher Onsite Application Form* shall be approved or rejected by the head of each department (Director of the CSR and Historical Archives Sub-Division) of the EHA at their unfettered discretion (in cases where the archival materials to which access is requested are particularly damaged or have been temporarily or permanently withdrawn) without being obliged to provide any reasons.
7. With the assistance of the EHA’s specialised staff, researchers shall consult the EHA’s indexes and other research tools in hard copy or electronic format solely and exclusively to identify the archival material of interest to them. It is expressly clarified that it is not permitted to use EHA equipment for other personal reasons.
8. Researchers are strictly prohibited from entering the EHA stacks.

9. The EHA staff member assisting the researcher delivers the materials requested per archival box to the researcher. Once the researcher has completed studying the first box, they return it and can then take the next one. The researcher is not permitted to hand the said materials on to any other researcher or third party who may be in the Reading Room.

10. Since archival materials are unique and sensitive, readers are obliged to treat them carefully and to avoid disturbing the order of folders and documentation in folders.

11. Researchers are obliged to comply with recommendations from EHA staff about how archival materials are to be handled. They are not permitted to use ballpoint or other types of pen in the Reading Room for their notes, only pencils. It is prohibited to make notes on the archival documents themselves and to use sharp objects or other items which could cause damage to or result in the deterioration of the archival materials. Until the requested archival materials are returned to the competent member of EHA staff, researchers are personally responsible for ensuring the integrity of the materials.

12. Researchers studying in the Reading Room are obliged to work in a manner which does not impede/hamper the work of other researchers/readers and staff of the EHA.

13. In the case of support technologies the noise from which could cause distractions, users are provided with headphones so as not to disturb the peace and quiet of the reading room.

14. It is strictly prohibited to remove archival materials from the Reading Room. Moreover, the use of mobile phones and consumption of any drinks or food within the Reading Room is prohibited.

15. EHA staff reserve the right to check the archival materials the researcher is using and to oversee the operation and use of support equipment to ensure the safety of materials, and the proper, safe and appropriate use of equipment and compliance with the *Regulations*.

16. In order to protect against wear and tear, photographic reproduction of all manner of handwritten and typed documents and rare printed materials, magazines and newspapers is **prohibited**.

17. Photocopies of printed materials can be obtained from available printers and will be prepared by EHA staff free of charge. It is not permitted to copy entire books. It is prohibited to reproduce entire sets, files or collections of original materials. In exceptional cases photocopying may not be permitted if it is considered that it could have negative impacts on the physical condition of the items concerned.

18. Moreover, researchers are entitled to search and retrieve information from all electronic sources in the EHA Digital Library. Search results are stored and provided on digital media by EHA staff.

19. Before leaving, researchers must hand back the archival materials to the competent member of EHA staff.

20. EHA materials copied in any manner shall be provided for the personal use of researchers. In order for reproduced materials to be further used, such as in publications, issues of archival materials, posting online, exhibitions or other purpose, prior arrangement with and approval from the EHA is required; it also being necessary to indicate the

source/origin as follows: for unpublished materials: Archive (Archive name), Series (Series name), Folder (Folder name) Corporate Social Responsibility and Historical Archives Sub-Division, and for published materials we ask that you contact the EHA which will provide you with *ad hoc* specific wording about how the reference is to be made. Where there are third party intellectual property rights in the materials, the researcher shall be exclusively responsible for examining whether any additional permission needs to be obtained from the said third parties and whether compliance with other formalities is required, such as reference to the author's name, etc. Any infringement of intellectual property rights by a researcher using EHA archival materials shall be the exclusive responsibility of that researcher.

**21.** Researchers undertake to submit free of charge to the Department's library a copy of their final work which utilised primary materials from the EHA archives and collections.

**22.** Disabled persons take precedence over other users in all services offered.

**23.** Researchers are obliged to comply with the legislation on personal data protection. By way of example, they expressly undertake that they will process what in their scientific view is suitable, relevant, minimum personal data contained in the archival materials only for the purpose of conducting the research which they have declared in the Researcher Onsite Application Form and will not disclose, announce and send the said data to third parties, and will take all necessary security measures to protect data from unlawful loss, alteration, damage, dissemination or third party access to it. Upon completion of the research, and before its results are published or used in any other manner, the researchers shall anonymise the personal data and destroy any named data file they may have collected. The results of the research may only be disclosed in the form of statistical or anonymised data. Where the researcher considers it necessary in making public their research to refer to personal data, they undertake full and exclusive responsibility for doing so in accordance with the formalities set out in the legislation on personal data. Any personal data breach by a researcher using EHA archival materials is the exclusive responsibility of that researcher.

These Regulations were drawn up on XXX and are posted at all times on the website <https://www.eurobank.gr/en/group/about-eurobank/the-eurobank-historical-archives/a-century-of-banking-history/> and are available in hard copy at the Reading Room and a copy thereof is provided to each researcher upon submission of a Researcher Onsite Application Form.