

RULES FOR PUBLIC USE

6 April 2022

Institut de recherche France-Asie
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irfa

A/ Conditions of admission

1. The IRFA provides the public with access to a reading room dedicated to the IRFA's archives. The IRFA's management determines the days and times of opening, which are posted on the following website: <http://www.irfa.paris>.
A professional appointment made with fund officials is required to consult the library's works and the map library's funds.
2. Access is restricted to persons who have first made an appointment and completed a registration form. The registration form can be downloaded from the IRFA website to be completed in advance. The IRFA's makes appointments in line with available slots and constraints on the department. *In situ*, IRFA staff reserve the right to request the presentation of an identity document.
3. Access is freely available and free of charge. Access to non-public areas is strictly forbidden to any person who is not a member of staff and who is not authorised to have such access.
4. Drinks machines in the public areas are intended for readers. Public areas cannot be used as meeting rooms, working areas, or eating areas.
5. Smoking is strictly forbidden in all the buildings.
6. A consultation area on the ground floor is available for persons with reduced mobility.

B/ Access to the reading room

1. Before entering the reading room, users are required to use the lockers to store all their personal effects, except for tools necessary for note-taking, laptop computers, and cameras. Lockers are available on an individual basis, free of charge, and secure. They are locked using a key that readers retain during the whole time that they spend in the establishment. On departure, readers must empty the lockers, leaving the key in the lock. The IRFA declines all liability for personal items that readers forget after their departure, or that are not stored in the lockers during the day.
2. Mobile telephones must be used in silent mode only. It is strictly forbidden to make or receive telephone calls in the reading room.

C/ Document safety

1. The following items are strictly forbidden in the reading room: food, drink, and fountain pens.
2. Readers are responsible for the documents that are made available to them, and they must ensure that the documents do not suffer any damage. Under no circumstances must readers pass documents that they are consulting on to another person.
3. It is forbidden to lean or rest on a work or document, to make notes, marks, or annotations on it, and to make tracings from it. Readers must not remove photos from transparent pockets. The internal order of items (boxes or albums) and files must not be changed.
4. IRFA staff tasked with carrying out surveillance of the reading room may prohibit access to a reader who refuses to comply with the rules of consultation set out above.
5. A system of surveillance cameras is installed in the IRFA's buildings. Signs in the entrance hall and in the reading room inform readers that the installation is operational and that it complies with

current legislation. The images recorded are stored for a maximum of 30 days; during that time, they can be viewed by readers before they are completely destroyed.

6. It is forbidden to remove documents from the reading room.

D/ Conditions of availability

1. Documents are only made available *in situ*, pursuant to the availability rules in force at the IRFA and appearing in [appendix 1](#) to these rules. External loans are not authorised. IRFA staff can, at any time, remove an item from availability if its condition so requires.
2. In the archives and the image library, only one item (box or album) at a time shall be made available to a reader. In the library, the maximum number of items made available is limited to 12 items per day. The list of codes of the works required must be given to the librarian no later than the day before consultation. In the image library, photographs and audiovisual resources are made available in line with the limits set by the means of the department.
3. Using documents as source material is freely available and free of charge. However, readers undertake not to distort, alter, or modify the information collected, and to systematically give the IRFA an indication of the documents consulted.
4. Reusing information that contains personal data is subject to compliance with the legal framework concerning data protection. The IRFA cannot be held liable for users' failure to comply with that legal framework.
5. The IRFA must be given notice of any plan to publish a document. Readers must first ensure that they comply with the provisions set out in the Intellectual Property Code relating to property rights.

E/ Help with research

1. *In situ*, IRFA staff are ready to help researchers with advice and guidance, but without replacing researchers in the work done by the latter.
2. Remotely, IRFA staff are not required to carry out research by correspondence. Staff members undertake only to guide readers in the research done by the latter before the readers come to the IRFA.
3. Researchers undertake to provide the IRFA with a copy of the work done thanks to the IRFA's resources.

F/ Reproducing documents and pictures

1. Document reproduction is not an entitlement. It is a facility that is made available to the public, and it based on what is possible within the department, the state of material conservation of documents, and current regulations.
2. Photocopies:
It is forbidden to use the photocopier.
3. Photographs:
Cameras can only be used for documents that can be consulted in the form of microfilms, as well as for books and periodicals.

By way of help with research and subject to a justified request, the IRFA's management can authorise the photographing of original documents. That procedure is subject to derogation and shall always be strictly exceptional, and it does not place the IRFA under any obligation. Where appropriate, photographs shall be taken under the conditions set out by the IRFA's management and in a place other than the reading room.

Flash photography is forbidden.

Readers undertake to use their pictures only for private purposes or for carrying out research work, and to systematically add to them the indication “©Institut de recherche France-Asie” as well as the document code.

4. Digital reproductions

Requests for reproductions must cover a limited and specific number of documents, because it is forbidden to reproduce a fund in full. Accordingly, the IRFA shall provide no more than 50 pictures for a rolling 24 month period.

The IRFA reserves the right to refuse to reproduce a document that is available.

A reproduction-request form is available in the reading room and on the IRFA's website. It must be handed or sent to the head of the fund concerned by the reproduction.

Readers give a formal undertaking to use the reproductions only for private purposes or for carrying out research work, not to transfer them to a third party under any circumstances, and to systematically add to them the indication “©Institut de recherche France-Asie” as well as the document code.

Digital reproductions shall be invoiced in line with current rates that appear in [appendix 2](#) to these rules.

5. Using reproductions

The management's agreement must be sought in writing for any other purpose, especially for commercial uses, or for the public or mass circulation of documents, regardless of the procedure used. Commercial use is subject to the payment of fees, as is stated in [appendix 2](#) to these rules. Reproductions cannot be used for any purposes other than the ones stated, subject to legal penalties. Circulation on social networks or on websites is deemed public use.

6. The reproduction authorisation granted by the IRFA does not involve the transfer of intellectual-property rights and artistic-property rights; researchers remain liable for compliance with those rights. The IRFA cannot act for and on behalf of researchers in carrying out searches for rightsholders.

G/ Sanctions and disputes

1. These rules and their two appendices are displayed in the reading room, and they can be downloaded from the IRFA's website. All persons admitted to the reading room must comply with them.
2. Non-compliance with these rules and any voluntary or involuntary act that causes damage, any malicious act, or any unsuitable behaviour leaves readers open to being excluded from the IRFA's areas. If it is suspected that an offence of appropriation or an obvious offence has taken place, access to the reading room may be closed.

3. Theft of or damage to documents shall be subject to legal proceedings under criminal law.
4. Any dispute or challenge relating to the implementation of these rules or their appendices that cannot be resolved by mutual agreement within a reasonable period shall be submitted to the sole jurisdiction of the court that is competent in the matter and that covers the IRFA's registered office.

Paris, 6 April 2022
Père Vincent Sénéchal
Co-ordinator of the Institut de recherche France-Asie

Appendix 1

The IRFA's collections - Conditions of availability

Principles

The Institut de recherche France-Asie is a private establishment. The documents that it makes available to the public are all of a private nature.

Accordingly, the conditions of availability set out below are entirely dependent on the choices and the liability of the IRFA's management.

1/ Archives

| Type of document | Conditions of availability |
|---|---|
| MEP publications | Immediately available |
| MEPs' annual reports | 25 years |
| MEPs' governance (unpublished documents): Foundation, Superior, Council, General Secretariat, regulations, general assemblies and synods, canonical visits, relationships with ecclesiastical and civil authorities MEPs' administrative functioning: Asset administration, legal affairs, Paris departments MEPs' financial management: Procurator's offices | Documents produced before 1946 January 1st: immediately available |
| MEP missionaries: Necrological files Circular letters Working documents (missionary or scientific work) Personal correspondence Files concerning canonisation/martyrs | Documents produced before 1946 January 1st: immediately available |
| MEP missions: Administration files (notes, reports, correspondence) | Documents produced before 1946 January 1st: immediately available |
| Establishments that come under the MEPs (colleges, sanatoriums, retirement homes, MEP homes, printworks) Charitable works activities and associations that come under the MEPs | Documents produced before 1946 January 1st: immediately available |
| Funds received through extraordinary channels (gifts and deposits), including the collections of palm-leaf manuscripts | Based on the clauses of the contract of gift or the contract of deposit |

Early-opening request:

Persons wishing to consult a document before the expiry of the deadlines set above can make their request to the IRFA's management.

An early-opening request form is available in the reading room and on the IRFA's website. It must be handed or sent to the head of the archives.

The IRFA reserves the right to issue a response within 60 working days. Any negative response shall be justified and shall be final.

The head of the archives reserves the right to remove a document from availability if its condition so requires.

2/ Photographic and audio-visual funds

| Type of document | Conditions of availability |
|--|---|
| Postcards | Immediately available |
| Missionaries' portraits | Available immediately after death |
| Photographs of landscapes / monuments | Immediately available |
| Photographs of missionary activities and populations (classified by mission country) | 25 years |
| Interviews with missionaries (sound and audio-visual funds) | 25 years |
| Sound and audio-visual documentation of MEP fathers | 25 years |
| Image, sound, and audio-visual funds received as gifts and as deposits | Based on the clauses of the contract of gift or the contract of deposit |

Early-opening request:

Persons wishing to consult a document before the expiry of the deadlines set above can make their request to the IRFA's management.

An early-opening request form is available in the reading room and on the IRFA's website. It must be handed or sent to the head of the archives.

The IRFA reserves the right to issue a response within 60 working days. Any negative response shall be justified and shall be final.

The head of the image library reserves the right to remove a document from availability if its condition so requires.

3/ Works from the Asian library

All works, monographs, and periodicals that appear in the catalogue are freely available. Nonetheless, the head of the Asian library reserves the right to remove a document from availability if its condition so requires.

4/ Maps and plans

All printed maps and plans that appear in the catalogue are freely available.

Manuscript maps and plans are placed under seal for 75 years.

Early-opening request:

Persons wishing to consult a map or plan before the expiry of the deadlines set above can make their request to the IRFA's management.

An early-opening request form is available in the reading room and on the IRFA's website. It must be handed or sent to the head of the archives.

The IRFA reserves the right to issue a response within 60 working days. Any negative response shall be justified and shall be final.

Digitised maps and plans shall normally be consulted in digital form.

The head of the map library reserves the right to remove a document from availability if its condition so requires.

5/ Collections of items

Items stored in reserve collections are made available at the discretion of the IRFA's management.

Appendix 2

**Reproductions:
requests and tariffs**

Reproduction principles (cf. Rule F/4-6)

Requests for reproductions must cover a limited (maximum: 50 pictures for a rolling 24 month period) and specific number of documents, because it is forbidden to reproduce a fund in full.

The IRFA reserves the right to refuse the reproduction of a document that is available, in particular to reduce the department's workload.

Readers give a formal undertaking to use the reproductions only for private purposes or for carrying out research work, not to transfer them to a third party under any circumstances, and to systematically add to them the indication "©Institut de recherche France-Asie" as well as the document code. The management's agreement must be sought in writing for any other purpose.

Procedure for requesting a reproduction

A reproduction-request form is available in the reading room and on the IRFA's website. It must be handed or sent to the head of the fund concerned by the reproduction.

The request shall indicate:

the document requested (the IRFA will only answer specific requests);

the intended use of the reproduction.

Reproductions will only be supplied to the applicant once payment has been made, either by bank transfer (remotely) or in cash (in reading rooms).

Once payment has been received, the IRFA has a period of 40 working days to supply the reproductions requested. All despatches are carried out by e-mail.

Rates for reproductions for non-commercial use

NB:

Members and employees of the Paris Foreign Missions receive reproductions free of charge.

Students, priests, and members of religious orders are charged the reduced rate.

1 / Archives

| Support and quantity | Full rate | Reduced rate |
|--|-----------|--------------|
| 1 to 10 digital pictures, 300 DPI (price per image – JPEG file) | Free | Free |
| 10 to 25 digital pictures, 300 DPI (price per image – JPEG file) | €0.70 | €0.35 |
| 25 to 50 digital views, 300 DPI (price per image – JPEG file) | €1 | €0.50 |

2/ Photographs

| Support and quantity | Full rate | Reduced rate |
|--|-----------|--------------|
| 1 to 10 digital pictures, 300 DPI (price per image – JPEG file) | Free | Free |
| 10 to 25 digital pictures, 300 DPI (price per image – JPEG file) | €2 | €1 |
| 25 to 50 digital pictures, 300 DPI (price per image – JPEG file) | €3 | €1.50 |

3/ Sound and audiovisual documents

| Support and duration | Full rate | Reduced rate |
|-------------------------|-----------|--------------|
| Digital copy (< 1 hour) | €30 | €15 |
| Digital (> 1 hour) | €40 | €20 |

4/ Books and periodicals

| Support and quantity | Full rate | Reduced rate |
|--|-----------|--------------|
| 1 to 10 digital pictures, 300 DPI (price per image – JPEG file) | Free | Free |
| 10 to 25 digital pictures, 300 DPI (price per image – JPEG file) | €0.50 | €0.25 |
| 25 to 50 digital pictures, 300 DPI (price per image – JPEG file) | €1 | €0.50 |

5/ Maps and plans (subject to reproduction possibilities and based on document size)

| Support | Full rate | Reduced rate |
|--|-----------|--------------|
| Digital picture, 300 DPI (price per image – JPEG file) | €4 | €2 |

Rates for reproductions for commercial use

Please contact us for an estimate: directrice@irfa.paris