

## Copies

Documents may be copied, provided that their nature, format and state of conservation allow, and with the archivist's permission

Documents may be photocopied using the photocopier in the library

When photocopying documents, mark which documents you wish to copy using the slips of paper provided in the Study Room and bring the whole file to the photocopier

**Archives should never be placed in the automatic document feeder of the photocopy machine**

You may take digital (non-flash) photos of documents

Digitized documents may be downloaded only with the permission of the archivist

In the event of any breach of these rules, or damage to or theft of documents, the person responsible may be banned from the archives and be subject to legal action



## IOC HISTORICAL ARCHIVES

### CONSULTATION RULES



Olympic Foundation for Culture and Heritage  
Historical Archives  
Villa du Centenaire  
Av. de l'Elysée 28  
1006 Lausanne

### Consultation

The Archives are open Monday-Friday from 9 AM to 5 PM

Archival documents are only available on site

Access to the archives is free of charge

### Access to documents

Documents are available after a closure period defined by the Access Rules, i.e.

- 1 year for minutes of the Sessions
- 20 years for general files
- 30 years for minutes of IOC commissions

Certain documents which contain personal information are not made available to the public

### General Rules

Do not eat or drink in the Study Room

All electronics (mobile phone, computer, camera) must be in silent mode

All documents must be handled with care, especially those which are fragile or damaged

### Handling documents

**The following rules must be observed:**

Only view **one file at a time** in order to avoid mixing documents

Do not remove any documents from files

**Do not change the order in which documents are arranged**

**Do not use pens, only pencils**

**Make sure your hands are clean** before handling documents

**Do not moisten your fingers** to turn pages

**Do not rest your arms or hands** on the documents

Do not draw pencil lines on the documents

Do not make any marks or notes on the documents, or take notes on paper placed on top of the documents

Do not place files or documents on the ground