

**VIRAL**

# How to use an archive

Process



## **How does my visit to the city archive work?**

### **1. Preparation**

### **2. Registration, advice and ordering of archival documents**

### **3. Handling of archival documents**

#### **1. Preparation**

Before you visit the city archive, first carry out a preliminary search on the Internet to find out whether relevant online resources are already available. During the preliminary search, also determine whether there is any material at all in the city archive about the Engels family. If necessary, order suitable materials by e-mail. Various archives are often consulted when working on a specific topic. Before you visit the Stadtarchiv, find out about opening hours, fees and other particularities of use (e.g. blocked holdings due to conservation measures, conditions for reproductions, etc.).

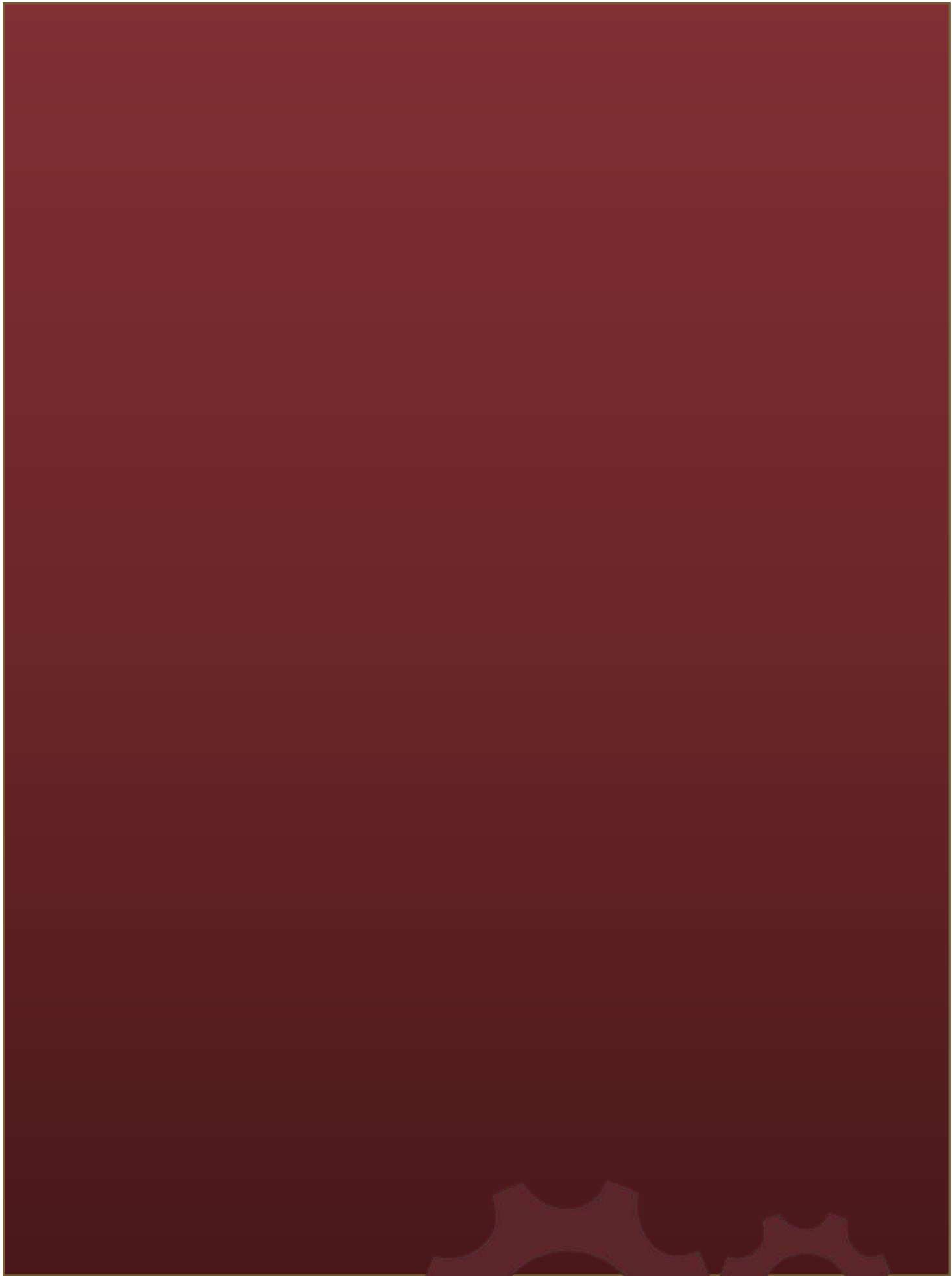
#### **2. Registration, advice and ordering of archive materials**

Visit the archive and get information in the reading room about finding aids that were not accessible online. When you register, ask for any archival materials that may have been preordered to be handed over to you. Order the sources you have researched and found in the finding aids for the topic from the reading room information service. Also check secondary sources, which may also contain relevant references to primary sources in the archives. Find out what has already been published on the topic.

#### **3. Handling of archival documents**

Make sure that the archive documents are handled properly and carefully, use cotton gloves if necessary. In the archives you may usually use a notebook or a pencil, but not a ballpoint pen. You are allowed to make reproductions or have reproductions made, as long as the state of preservation of the archive records allows it, but under certain circumstances data protection regulations or copyrights must be observed. After use, return the archive records to the reading room information desk or have the archive records put aside for further use.





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