

DOCUMENTATION CENTER OF CAMBODIA RECORDS ACCESS REGULATIONS

UPDATED - 20 October 2022

These regulations represent the general guidelines, protocols, and procedures for visitors to access materials in the Documentation Center of Cambodia (DC-Cam) Archives, which includes the Queen Mother Library. Visitors are required to review these regulations as part of their access to a Public Information Room in a DC-Cam facility (including the Queen Mother Library).

1. DC-Cam invites visitors to its archives for personal, educational, and other noncommercial purposes. Individuals seeking to visit DC-Cam for any other reasons are encouraged to coordinate with the relevant point of contact prior to visiting.
2. DC-Cam policy prohibits discrimination and harassment of any kind for individuals of all backgrounds. DC-Cam does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, marital or parental status, political affiliation, or other affiliations.
3. Individuals with a disability may notify a DC-Cam staff member to request assistance during their visit, and DC-Cam will attempt to make reasonable accommodations. Visitors are encouraged to coordinate with the appropriate DC-Cam points of contact listed below prior to a visit to see whether a reasonable accommodation is possible and/or available.
4. Visitors are asked to refer to the following instructions when visiting a Public Information Room. If a visitor or member of their party fails to follow these instructions, they may be denied entry or be asked to leave the premises.

ENTRY GUIDELINES

1. These Guidelines apply to the Public Information Room in all DC-Cam facilities, which includes the Queen Mother Library.
2. Entry form: Individuals are required to complete an entry form upon arrival. Individuals are required to provide their name, date, and time of access and departure for purposes of allowing DC-Cam to account for visitors to its facilities. All other questions on the entry form are voluntary but individuals are encouraged to complete all questions to help inform DC-Cam's improvements to services and facilities for visitors.
3. Individuals or Parties of 5 Persons or Fewer: Individuals or Parties of 5 persons or fewer may access the Public Information Room with no advance registration. They are required to complete an entry form upon arrival.
4. Parties of 6 Persons or Greater: To keep visitors and staff safe and to allow staff to prepare for any groups, we adhere to a policy that restricts access to groups larger than 5 persons. A minimum of two business days before each visit, the point of contact for the group must fill out an Application Form for the group. DC-Cam staff will review applications and advise applicants if their forms have been approved or whether they must be rescheduled.
5. Opening hours: The PIR for all DC-Cam Centers (including the Queen Mother Library) is open from 8 a.m. to 5 p.m. weekdays. It is closed from noon to 1:30 p.m. on business days, all day on weekends and all public holidays.
6. Bags and other personal belongings must be kept in the lockers provided at the entrance. The PIR holds accepts no responsibility for lost or damaged belongings.
7. Mobile phones, smart phones and other sound-producing or recording devices are allowed in the PIR; however, calls are not permitted at any

time, and phones must be left on 'silent.' Persons who do not comply with this rule may be asked to leave.

8. We appreciate your cooperation in keeping the reading room quiet.
9. Eating is strictly prohibited in the PIR and archives. Beverages are only permitted if they are in closed containers. Smoking is also strictly prohibited on all DC-Cam property. When receiving or handling any original documents, DC-Cam may require individuals to refrain from drinking.
10. DC-Cam CD-ROM catalogues are available for searching our documentary holdings. Researchers/readers should make a list of catalogue numbers of requested documents and present it to our staff for access. DC-Cam may limit the number of documents requested at any one time for convenience purposes.
11. When handling original documents, researchers/readers must keep them neat and in order. Any documents provided must be returned to DC-Cam staff. Removing documents or parts of them from the PIR is strictly prohibited and may result in loss of privileges.
12. Making notes or other marks or writing on documents is strictly prohibited.
13. Photocopies/scanning: DC-Cam prohibits the photocopying or scanning of copyrighted works, e.g., books. Visitors are permitted to take photographs of any non-copyrighted works using their personal cellphone.
14. Proposals, Solicitations, Donations, and other Non-Research Matters:
As a general matter, DC-Cam does not purchase documents, artifacts, or collections, and DC-Cam reserves the right to not accept any records or artifacts in which the authentication or chain of custody may come into question. Individuals seeking to donate any material to DC-Cam are encouraged to contact the points of contact listed below to verify whether DC-Cam will consider the donation. In addition, visitors who use the Public Information Room for any commercial purpose, (e.g., to solicit funds or make proposals to other visitors or DC-Cam staff) may be asked to leave.

15. Internet access is available on request to conduct online research. Requests must be submitted with the Application Form for Researchers/Readers. Due to the limited number of computers, Internet usage time may be restricted to 120 minutes per visit for each user; however, users are free to utilize the internet so long as no one is waiting or scheduled. Please consult the price list of service charges. Payment must be made before researchers and readers leave the premises.

16. **Comments/Questions/Complaints?** DC-Cam welcomes all comments, questions, or complaints. Please refer to our Public Input Form for further guidance.

POINTS OF CONTACT

PLEASE REFER ALL MATTERS TO THE POINT OF CONTACT LISTED BELOW.

- **Anlong Veng Peace Center (Oddar Meanchey Province)**
Point of Contact:
Email:
- **Kampong Cham Documentation Center (Kampong Cham Province)**
Point of Contact:
Email:
- **Koh Thma Documentation Center (Tbong Kmom)**
Point of Contact:
Email:
- **Phnom Penh Office (Phnom Penh)**
Point of Contact:
Email:
- **Queen Mother Library (Phnom Penh)**
Point of Contact:
Email:
- **Takeo Documentation Center (Takeo Province)**
Point of Contact:
Email: