



Access Regulation for the Cavafy Archive

This regulation specifies the terms for obtaining access to the Cavafy Archive, according to which any interested party can access the archival collections.

1. In order to gain access to the Archive, those interested (hereafter, the user or researcher) must accept these terms and submit the relevant application by email to kavafis@onassis.org. Having studied the catalogue of the Onassis Foundation, the user will state in his/her application the archival documents of interest, as well as the reason why s/he wishes to gain access.
2. The Archive's opening hours are every Friday, from 10:00 to 16:00 following a written request. In special circumstances, a visit to the Archive can be arranged on alternative dates by following the aforementioned procedure. The Archive is closed in August and during national holidays.
3. Each researcher is responsible for the proper use of the material under study. Copying accessed material is not allowed in any way or through any medium.
4. The Archive's collections are located in a specific area. Moving them elsewhere is strictly forbidden.
5. Eating or drinking (for instance, coffee or soft drinks) is not allowed in the spaces of the Archive. Smoking is also forbidden.
6. The use of telephone cameras is not allowed when examining digital documents of the Cavafy Archive.
7. Personal belongings, such as coats and bags, must be placed at the entrance of the Archive, in a specially designated area. Visitors/researchers are only allowed to bring with them paper or notebooks, which will be checked upon leaving the Archive. The use of laptops can be allowed in exceptional cases solely for the purpose of keeping notes.

8. The user must sign in the visitors' book, marking the time of entry to and exit from the Archive.

9. She or he is responsible for any damage to or deterioration of any archival material. No objects – heavy or small – should be placed on top of the documents.

10. Any reproduction of the material in question is not allowed without prior permission – for instance, scanning, photocopying, taking photographs with a camera, mobile phone, iPad, or any other way.

11. In case of permission for reproduction and publication of archival material by a user, it is forbidden to republish the material for any reason other than the one originally stated. Each publication should explicitly acknowledge the Archive, stating that the Onassis Foundation reserves all intellectual property rights.

12. Taking notes of any kind on archival material is not allowed. The use of pens (such as ballpoint and fountain pens) is forbidden. Visitors are only allowed to use pencil.

13. This regulation aims to facilitate researchers as well as maintain and conserve the Archive's collections.

14. The Onassis Foundation reserves all intellectual property rights of the Archive. Permission to use and possibly publish material from archival collections is given to users solely and exclusively for the particular aim specified in his or her application.