

Archives départementales de Seine-et-Marne

ARCHIVES

READING ROOM

Practical information

Reading room adress

Archives départementales de Seine-et-Marne

248, avenue Charles Prieur

77190 Dammarie-lès-Lys

Tél.: 01.64.87.37.16

For contact by email or post

Département de Seine-et-Marne

Archives départementales de Seine-et-Marne

Hôtel du Département

77010 Melun cedex

Email: contacts



IMPORTANT NOTE

In all correspondance, make sure that you specify following:

- Your adress
- Your telephone number
- Your email adress
- As much detail as possible about your request (date, shelf mark, name of municipality, etc.)



Opening hours

Monday to Thursday, 09:00 to 17h00.

Registration

Readers in the reading room can order up to 10 documents per day. To access the documents consultation are as, you must be registered as a reader.

The reader's card is issued free of charge at the departmental archives on presentation of an official ID docume nt (national ID card, passport, driving licence, residence permit). The library card must be renewed every calend ar year and is non-transferrable.

The reading room has its own internal regulation, displayed in the room itself and sent to every reader on registration.

To access the documents consultation areas, you must be registered as a reader. The reader's card is issued fr ee of charge at the departmental archives on presentation of an official ID document (national ID card, passport , driving licence, residence permit). The library card must be renewed every calendar year and is non-transferrab le.

Cloakrooms

Cloakrooms and luggage offices, mandatory, are available to the public. Ask the reading room reception staff fo r a locker key.

Reading room contacts

Reading room officers

The reading room officers are responsable for welcoming and assisting readers. They ensure that the internal r egulations (287 Ko) are adhered to and carry out searches in response to requests made by mail/email.

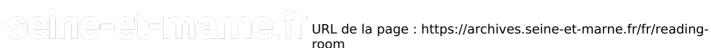
Readers may approach the reading room officers for:

- help in locating the required information for document ordering and consultation in the different areas of the reading room,
- scientific assistance for their research,
- making photocopies,
- ordering reproductions au laboratoire photographique,
- purchasing a book from the boutique.

Room presidency

The reading room president handles registrations of new readers and sets the rules to be followed for proper o peration of the reading room.

Readers may approach the reading room president for:





- their registration,
- scientific assistance (research methods to be followed, useful sources etc.),
- application for an <u>exemption</u>, necessary for the consultation of certain documents,
- authorization to reuse public information held in the archives.

Consultation areas

The reading room consists of several document consultation areas (total capacity 80 people):

Research area



It used for consultation of inventories of collections and the usual documentation.

FIND OUT MORE: explore the methodological tips and help under menu item "Research tools"

Paper area



The paper area is for consultation of original archive documents. The documents can be photographed<u>under</u> <u>certain conditions</u> in an area reserved for that purpose.

For document consultation in the best conservation and readability conditions, the following are made available to readers: magnifying glasses, lecterns, gloves, weights, neutral cardboard bookmarks, pencils ...

FIND OUT MORE: consult the viewing rules in the Reader's Guide

Digital area



This area is used to access scanned archive documents, the website and the BRIARD database.

Readers can use the digital viewer to change their reading parameters (contrast, brightness, magnification) and to print their selections <u>under certains conditions</u>.



WIFI is available in the room on request from the reception team.

The microfilm room



This room offers free consultation of microfilms and analyses carried out bygenealogy associations.

Some microfilm readers allow the reading parameters to be changed (contrast, brightness, magnification) and documents to be reproduced <u>under certains conditions</u>.

A shop offers the publications of the Directorate of Departmental Archives, Heritage and Museums for sale.