

## 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 areas, 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 document (national ID card, passport, driving licence, residence permit). The library card must be renewed every calendar 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.

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## Cloakrooms

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

## Reading room contacts

### Reading room officers

The reading room officers are responsible for welcoming and assisting readers. They ensure that the internal regulations (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 operation 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 [exemption](#), 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 is 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 [under certain conditions](#) 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 [under certain conditions](#).

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 by [genealogy associations](#).

Some microfilm readers allow the reading parameters to be changed (contrast, brightness, magnification) and documents to be reproduced [under certain conditions](#).

A [shop](#) offers the publications of the Directorate of Departmental Archives, Heritage and Museums for sale.