

**REGULATIONS FOR PUBLIC INFORMATION ROOM USERS
(THE DOCUMENTATION CENTER(S) OF CAMBODIA AND THE QUEEN MOTHER LIBRARY)**

All visitors to the Public Information Room of the Documentation Center of Cambodia (DC-Cam) and The Queen Mother Library (QML) must abide by the regulations set below:

A minimum of two business days before each visit, researchers/readers must fill out an Application Form for Researchers/Readers. The purpose of the research and the researcher's project outline or proposal must be clearly stated. DC-Cam staff will review applications and advise applicants if their forms have been approved.

Opening hours: The PIR 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.

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.

Mobile phones, smart phones and other sound-producing or recording devices are not allowed in the PIR. Persons who attempt to use them will be asked to leave.

We appreciate your cooperation in keeping the reading room quiet.

Smoking, drinking, and eating are strictly prohibited in the PIR and archives.

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 reserves the right to limit the number of documents requested.

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.

Making notes or other marks or writing on documents is strictly prohibited.

Researchers/readers may read and/or request authorization to make copies of documents. DC-Cam reserves the right to deny any request.

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 is restricted to 30 minutes per visit for each user. Please consult the price list of service charges. Payment must be made before researchers and readers leave the premises.

REQUEST FORM

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: __ / __ / ____ Nationality: _____

Permanent Address: _____

E-mail: _____ Tel: _____

Organization Name: _____

Organization Address: _____

Email: _____ Tel: _____

Types of Requests: Paper Documents (Photocopied Scanned)
 Audios Photos Film/Video Footages Maps

Purpose of Request:

Requested Schedule at Public Information Room (PIR): _____

I have read and agreed to abide by the rules and the regulations set out in the Public Information Room (PIR) of Documentation Center of Cambodia (DC-Cam) for making the request as stated above.

Signature: _____ Date: _____

For PIR Internal Use Only
Description Approved Not Approved

The Director of Archives: _____ Date: _____
(Mr. Ros Sampoou)

For more information, please contact: Ms. Sopheak Pheana: WhatsApp/Telegram 092234707