

**GUIDELINES FOR USING MOBILE PHONE CAMERA IN  
THE RESEARCH ROOM, NAI**

1. Registered Research Scholars/Users are allowed to take photos of Records/Documents by using their mobile phone camera in the Research Room, Private Archives, Oriental Records and Library under the supervision of Consultation Area staff under the CCTV Surveillance.
2. The research scholars may take up to 150 images in a day of the records/documents that they require from the records that have been issued to them as per their requisition. In the Library Reading Room the General Library Rules of NAI shall also apply to photographing printed and published material.
3.
  - i. The researchers shall purchase a coupon, of ₹500/- for Indian Scholars and ₹1000/- for Foreign Scholars, valid for the specified date to take the photographs.
  - ii. The payment will be deposited at the Cash Counter during 10:30AM to 4:00 PM from Monday to Friday.
  - iii. The coupon may be purchased on the same day or in advance.
4.
  - i. The coupon shall be valid only for the day for which it is issued.
  - ii. The coupon may be used only in any one of the four Consultation Areas i.e. Research Room, Private Archives, Oriental Records and Library in NAI.
  - iii. The coupon shall be deposited with the officer in-charge of the consultation area by the Research Scholar before leaving NAI.
5. Before commencing photography of documents the scholar/ user shall enter the details of the document and the pages to be photographed in the form supplied and deposit the same with the officer in-charge of the consultation area.
6. Other than the authorized mobile phone cameras, no other camera or mobile phone will be allowed in the consultation area. The coupon holder will carry only one mobile phone.

  
Contd.

**7.** All Research Scholars are expected to exercise due care and caution while handling documents for mishandling of documents may damage them. Precaution to be taken by the Research Scholars/User in handling the Records while taking mobile images:

**a.** Mishandling of records would include:

- i. Rapid flipping of the pages
- ii. Application of pressure on the margins of the page. No pressure of any Kind should be applied on the spine of a file/volume/book by stretching, folding, or forcing it wide open.
- iii. Folding of pages or files.
- iv. Keeping documents in an unbalanced or uneven position.

**b.** In the event of mishandling/damage to documents/records in the process of photographing a document by a scholar his/her theregistration shall be suspended for a period up to a month.

**c.** Severe damage to records or repeated mishandling/ damage to records may result in cancellation of the registration and barring for re-registration of the scholar for a period of one year.

**8.** Documents may photographed only during working days, Monday to Friday, 10:00 AM to 05.00 PM. This service shall not be available on Saturdays and other holidays.

**9.** National Archives of India shall not certify/ verify any mobile images of records/documents taken by the registered scholars under this facility.

**10.** The photo images taken by the research scholars as per above may not be used for commercial purposes.

**11.** Only valid coupon holders shall be allowed to carry their mobile phone inside the respective consultation area.

This is issued with the approval of Director General of Archives.

Date.....**15 MAR 2023**.....

(Syed Farid Ahmad)  
Deputy Director of Archives (Records)  
National Archives of India  
Government of India