

CONSULTATION RULES AND COSTS FOR THE DEPARTMENT OF GEOLOGY LIBRARY, MAP ARCHIVE, AND GEOLOGY AND MINING ARCHIVES

Access

Monday to Friday, 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

Consultation of the *Geology and Mining Archives* is by appointment only (daniel.baudet@africamuseum.be; stijn.dewaele@africamuseum.be).

While not required, an appointment to consult the *library* or the *map archive* is highly recommended in order to ensure the Museum is open and relevant staff members are present (ariel.boven@africamuseum.be; nathalie.andries@africamuseum.be).

Consultation requirements

Consultation of published documents (map archive and library)

Documents can be prepared in advance of your appointment. Consultation is free of charge. Photocopies are permitted at a cost of €0.25 per A4 page and €0.5 per A3 page for black & white and respectively €0.5 and €1 for the colour. In case of scanning, the cost is €0.5 per page plus €10 inclusive for the totality of documents.

Maps can be purchased for the price listed in the catalogue (see <http://www.africamuseum.be/museum/research/natural-sciences/earth-sciences/cartography/doc/CatalogueMapsENG>).

Copies of limited editions or unique publications can be obtained; price per copy depends on document size and reproduction form.

When consultation of a series of documents for research purposes is requested, the documents are prepared by our specialists in advance of the consultation appointment. Cost of preparation and consultation assistance is €600.

Consultation of unpublished documents (geology and mining archives)

The archives are not open to the public and payment of a consultation fee is required.

The archive consultation fee is €400 per day per person. No more than two persons at a time can consult the archives. Consultation takes place in the presence of an RMCA staff member, who prepares requested documents in advance and provides consultation assistance on the appointed date(s).

Reproduction of archival documents by any means is prohibited.

Selecting archive files for consultation is carried out by using our database to produce a list of files corresponding to your selection criteria (location, subject, etc.). Searches concerning the Democratic Republic of Congo can be conducted at www.DRCmining.com, which links to Museum archives and those of various Congolese institutes.

All search criteria should be communicated when making the appointment so that we can conduct our own search; our experience enables us to refine search results and reduce the number of irrelevant files, which helps us prepare documents in advance of the consultation appointment.

Although we usually no longer produce reports on our archives, we can propose – provided staff is available – a more rigorous sorting procedure for a search in our database that results in a long list of possibilities. This more rigorous sorting refines results and reduces their number, and costs €600 per day; we usually provide a cost estimate for the entire project in question.

Remarks

Most of these archives concern the pre-independence era of Congo, Rwanda and Burundi.

Most archival documents are in French.

To expand the database, more than 5,000 files were reviewed very rapidly in order to record places, chemical elements, and other very general information on their content, but excepting a few particular cases, no further examination of them was undertaken by our departments; while it's possible to select a file based on these simple sorting criteria, actual file content is not indicated. Archive file consultation does not always result in finding the sought after information, in which case the Museum cannot be held responsible.

Notice

1 A certain level of geological knowledge is necessary to consult the archives successfully. The Museum itself cannot provide such support but it can provide a list of consultants who do, or who write on-demand briefings.

2 All information given to our departments in the context of these consultations is not disseminated, as we are bound by the professional confidentiality required of our task.

3 The Museum cannot request visas or provide documentation in support of such requests.

Rules and forms of payment

Payment for consultations is made at the end of each working day, unless specified otherwise by our services.

For more than three hours of consultation on any given day, a full day (€400) will be billed; for less, half the daily fee (€200) will be billed.

In the case of pre-consultation preparation carried out by the Museum, such work will begin once the Museum receives the payment amount agreed to in advance.

Payments must be made in euro before our Accounting Department closes (4 p.m.). Cash and credit cards are accepted; in the case of advance payment, bank transfer to the Museum's account or online payment is accepted (see below).

At the time of payment, the visitor will be provided a bill. Additional time is required to print a receipt, which our administration will send by post to the address provided by the visitor.

Museum bank information:

All bank fees are paid by the client.

Bank accounts:

DE POST NV

Muntcentrum (1000) Bruxelles BELGIQUE

IBAN: BE21 6792 0078 0603 BIC-CODE: PCHQBEBB

or

BNP-PARIBAS FORTIS

Warandeborg 3 (1000) Bruxelles BELGIQUE

IBAN: BE93 2300 5434 4167 BIC-CODE : GEBABEBB

Credit cards:

Accepted: VISA, MASTERCARD, EUROCARD, AMERICAN EXPRESS

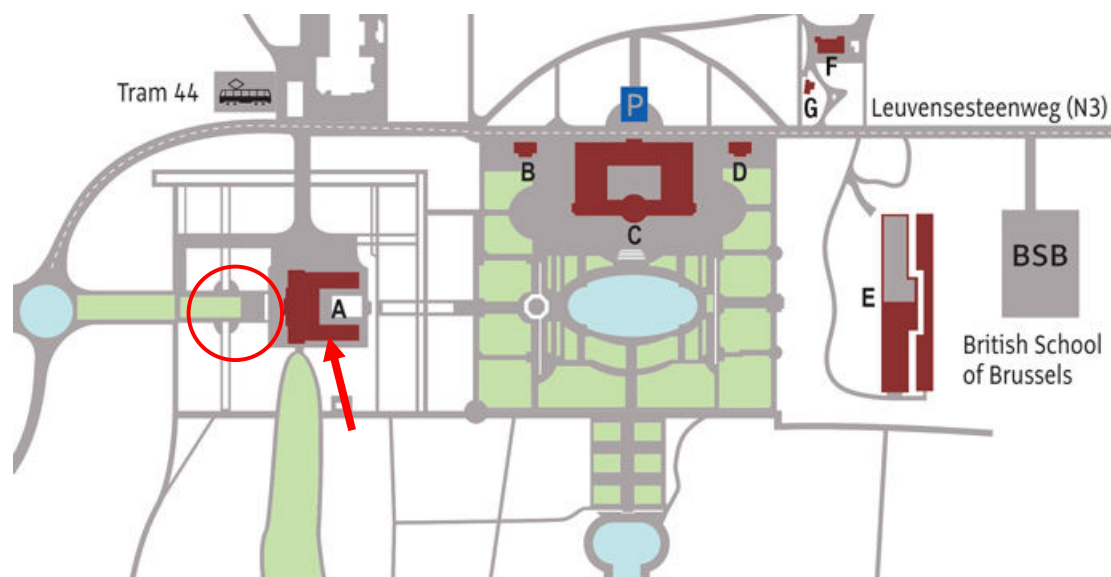
Contact address: account@africamuseum.be

For online payment, please provide your card number, expiration date, CVV2-CVC2 code and your signature.

Access to the Department

Musée royal de l'Afrique centrale (MRAC)
 Leuvensesteenweg 13 3080 Tervuren - Belgique
 Tél (+32) 02 769 52 11 Fax (+32) 02 769 56 38

The Royal Museum for Central Africa is made up of several buildings. The Department of Geology is located in the building A (Colonial Palace), with the entrance at door A1 (see arrow map below). The carpark is in front of the Colonial Palace.



A. The **Colonial Palace** is the oldest building of the museum. It accommodates a reception room and also scientific departments. The **Department of Geology** as well as the section of Prehistory and Archeology are sheltered in the south wing. The north wing shelters the sections of Entomology and Invertebrates non-insects.

B. The **Director's Pavilion** groups together a certain number of administrative functions as the secretariat, the administration, the accounting and the human resources.

C. The **Museum building** is accessible to the public. You can visit the permanent and the temporary exhibitions. The attic shelters workshops and offices of the sections of Education & Culture as well as Museology.

D. In the **Stanley Pavilion** you find the History of the Colonial period section.

E. The **CAPA building** shelters the sections of Ethnography, Ethosociology, Ethnohistory, Linguistics, Musicology, Collection Management, Wood Biology, Geomorphology, Vertebrates and ICT.
 Here you find also the central library.

F. The building **Finances** shelters the section of Contemporary History.

G. This building shelters the section of Publications.

By car

Coming from Leuven - Liège

Take the E40 motorway in leading to Brussels, leave the motorway at Bertem and take N3 in direction of Tervuren. Enter Tervuren and continue on Leuvensesteenweg to the Museum. The carpark is located opposite the Museum.

Coming from Brussels

Join the Ring around Brussels (R0), take the Tervuren exit (N227), then turn left on the Tervurenlaan (N3). At the roundabout, turn left on Leuvensesteenweg to the Museum.

or

Take the Belliard Tunnel (N3), continue on the "chaussée de Tervuren" until you reach the "quatre bras" crossroads. Take Tervurenlaan. At the roundabout, turn left on the Leuvensesteenweg to the Museum. The carpark is located opposite the Museum.

Coming from Antwerpen - Gent

Join the Ring around Brussels (R0), take the Tervuren exit (N227), then turn left on the Tervurenlaan (N3). At the roundabout, turn left on Leuvensesteenweg to the Museum. The carpark is located opposite the Museum.

Coming from Charleroi Mons

Join the Ring around Brussels (R0), take the Tervuren exit (N227), then turn left on the Tervurenlaan (N3). At the roundabout, turn left on Leuvensesteenweg to the Museum.

Parking

The carpark is located opposite the Museum. Spaces are available for people with reduced mobility in front of the Museum alongside the main road, by the edge of the traffic lane for Leuven.

By public transport**Coming from Leuven - Limburg**

Visitors from Flemish Brabant can travel by train to Leuven, then take bus 315, 317 or 410 until you reach the stop opposite the Museum.

Coming from Brussels

Direct trains link Brussels Central with virtually every large station in the country. The most convenient railway station is Brussels Central. From there, take the subway line 1B in (direction Stockel); get out at Montgomery station. Then take tram 44 until you reach the final destination (terminus). The tram links Montgomery with Tervuren in 22 minutes with four trams per hour during the week and three trams per hour at the weekend. The Museum is 300m from the tram 44 terminal.

Coming from Brussels Airport

From Brussels Airport (Zaventem) take "De Lijn" bus 830 (Machelen - Groenendaal). Get off at Teruveren Centre and walk for another 10 minutes to the RMCA. The bus ride takes approximately 24 minutes.

More information

www.delijn.be (bus) / www.nmbs.be (trains) / www.mivb.be (public transportation)