

行政院及所屬各機關出國考察報告

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荷蘭檔案管理發展現況考察報告

服務機關：國家發展委員會檔案管理局

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提要

荷蘭國家檔案館體系包括位於海牙的國家檔案館，其他各省的省級檔案館。國家檔案館隸屬於教育、文化和科學部(Ministerie van Onderwijs, Cultuur en Wetenschappen)，職司典藏荷蘭中央政府、南荷蘭省及前荷蘭屬地(郡)等相關檔案。各省政府檔案分別保存在 11 個省級檔案館內，各市政府產生的檔案分別保存在各城市的市檔案館，省市各檔案館亦保存過去幾世紀以來當地政府部門檔案及服務官員之檔案。

本次藉由考察荷蘭檔案管理應用現況與未來發展，瞭解該國之檔案管理制度發展、徵集、保存維護、開放應用及展示之做法，作為我國後續發展國家檔案典藏及服務建置與營運之參考。

本次考察計有荷蘭國家檔案館、北荷蘭省檔案館、阿姆斯特丹市檔案館、海牙市檔案館、荷蘭皇家圖書館、阿姆斯特丹博物館等 6 個參訪機關，主要結論如次：一、檔案庫房環境妥適安全；二、檔案文物保存修護專業；三、檔案展覽風起雲湧；四、互動技術增進展覽亮點；五、應用服務環境安靜舒適；六、檔案教育向下扎根；七、致力檔案資訊化；八、有關臺灣之歷史檔案豐富；九、檔案館多元化經營；十、檔案文創初始萌芽；十一、網站與文宣國際化不足。

本次荷蘭管理考察，其檔案教育、檔案徵集及應用服務及展覽等實務可作為未來推動相關業務之參考，主要建議說明如次：一、檔案數位化比例宜加速提升；二、國家檔案資訊網新增申請檔案掃描功能；三、鼓勵私人檔案捐贈；四、建立檔案教育專題。

第一章 前言

壹、考察緣起

我國自 91 年 1 月 1 日檔案法施行以來，積極推動健全國家檔案管理制度，並妥善保存國家檔案，落實檔案開放應用。惟鑑於國家檔案媒體類型及內容樣態日趨多元，且我國尚缺知識體系三大支柱之一「國家檔案館」，有關檔案館之館舍設計建置、檔案館營運機制以及檔案整理、保存、應用等實務作業，仍亟須參考先進國家做法，以為借鏡。

荷蘭之檔案館體系計有國家檔案館、省級檔案館(State Archives)及市級檔案館等三層級。其中國家檔案館位於南荷蘭省首都海牙，其他省級檔案館位於各省之省會，部分省級檔案館與當地市級檔案館結合。國家檔案館保存中央政府、南荷蘭省及前荷蘭屬地(郡)等相關檔案，其餘各檔案館則保存過去幾世紀以來當地政府部門檔案及服務官員之檔案。本次期藉由考察荷蘭檔案管理應用現況與未來發展，瞭解該國之檔案專業人才培育、管理制度發展、徵集、保存維護、開放應用及展示之做法，並希望藉由參訪荷蘭國家檔案館等，作為我國後續發展國家檔案典藏及服務建置與營運之參考。

貳、考察目的

- 一、瞭解檔案管理策略及對於檔案管理專業人才之培育。
- 二、瞭解檔案徵集策略、鑑選標準及清理機制。
- 三、瞭解檔案館舍規劃設計。
- 四、瞭解檔案典藏策略及保存技術發展。
- 五、瞭解檔案展覽有關策展、布展、行銷推廣之做法。
- 六、瞭解國家檔案開放應用原則及個人隱私等機敏資訊處理機制。
- 七、瞭解電子檔案長期保存之發展與策略。
- 八、瞭解檔案館營運財源及有無營收機制。

參、參訪機關

- 一、荷蘭國家檔案館(National Archief, Kingdom of the Netherlands)
- 二、北荷蘭省檔案館(Noord-Hollands Archief)
- 三、阿姆斯特丹市檔案館(Stadsarchief Amsterdam)

- 四、海牙市檔案館(Haags Gemeentearchief)
- 五、荷蘭皇家圖書館(Royal Library, The Netherlands)
- 六、阿姆斯特丹博物館(Amsterdam Museum)

第二章 荷蘭國家檔案館體系概述

荷蘭國家檔案館體系包括位於海牙的國家檔案館，其他各省的省級檔案館，省級檔案館位於各省的省會。依 1995 年頒布的荷蘭檔案法規定，各級政府的檔案在產生 20 年之後都應該要移轉給國家檔案館或各地方檔案館。國家檔案館總館隸屬於教育、文化和科學部(Ministerie van Onderwijs, Cultuur en Wetenschappen)，以檔案的館藏而言，荷蘭中央政府檔案都保存在海牙國家檔案館。各省政府檔案分別保存在 11 個省級檔案館內，各市政府產生的檔案分別保存在各城市的城市檔案館。

在 1998 至 2005 年間，省級檔案館陸續與其他的文化機構合併，通稱為區域歷史中心 (RHC)，如表 1 所示。區域歷史中心 (RHC) 是文化歷史機構的總稱，最初是作為其他文化機構與省級檔案館合併而出現的代稱，雖然通稱為區域歷史中心，但實際名稱往往差異很大。此後，部分地區檔案館、圖書館或博物館等之間的合併也以區域歷史中心稱之。在一般情況下，區域歷史中心是由兩個或兩個以上的機構合併而成，如圖書館、博物館或文件中心。而區域歷史中心成立目的，係為綜整各式歷史資源的取得及管理，以促進對於歷史的研究。

表 1：荷蘭各區域歷史中心

省級檔案館設置省份	合併年度	區域歷史中心名稱
格羅寧根(Groningen)	2001	Groningen Archives
弗里斯蘭(Friesland)	2002	Tresoar
德倫特(Drenthe)	2005	Drenthe Archive
上艾瑟爾(Overijssel)	2000	Historical Center Overijssel

弗萊福蘭(Flevoland)	2004	New Land Heritage Center
海爾德蘭省(Gelderland)	2002	Gelders Archive
烏得勒支(Utrecht)	1998	The Utrecht Archives
北荷蘭省(North Holland)	2006	North Holland Archives
新西蘭(Zeeland)	2000	Zeeland Archives
北布拉班特(North Brabant)	2005	Brabant Historical Information Center
林堡(Limburg)	2006	Regional Historic Center Limburg

第三章 荷蘭國家檔案館

壹、簡介

一、成立歷史

荷蘭國家檔案部門成立於 1802 年，當時的荷蘭是在法國的占領之下。1802 年 6 月，荷蘭文史學者亨德里克·範·維恩(Hendrik van Wijn)被任命為巴塔維亞共和國的檔案管理員，這在當時是一個新創立的職位。這個日期也被認為是荷蘭公共檔案館的開端。1814 年，荷蘭恢復獨立之後，國王威廉 1 世命令 1794 年以前的所有國家檔案都集中在荷蘭議會的所在地海牙。

1854 年，國家檔案部門搬到了阿姆斯特丹，由於檔案數量的不斷積累，在 1881 年分別成立了三個部門，分別處理國家檔案、殖民地檔案及省級檔案。1902 年，這些國家檔案移至海牙，並於 1924 年進行組織重組，第 1，2 部門分別處理 1795 年前後的中央政府檔案，第 3 部門則處理南荷蘭省的檔案，直到 1913 年成立國家檔案館，1980 年，國家檔案館搬遷位於海牙中央車站旁的現址。



圖 3-1：荷蘭國家檔案館

二、基本資訊

(一) 館藏資訊

荷蘭國家檔案館的職責為保管中央政府的檔案，現今荷蘭國家檔案館典藏了荷蘭近千年歷史的檔案，包括 125 公里以上的檔案，1,400 萬張照片、30 萬張地圖，這些檔案來自於中央政府、和南荷蘭地區及省級行政機關，以及私人單位。

在中央政府的檔案中，可以找到政府所有決策的紀錄，像是戰爭、法治的過程、經濟、農業、工業與貿易、衛生保健、海外的航行發展及領土的發現等，南荷蘭省檔案則大多是南荷蘭省區域或省級機關、省內的國家機關等所產生的檔案，而私人檔案的部分，則大多是與政府有關的檔案，其來源來自於在政治上或歷史上發揮重要作用的個人或機構，例如十七世紀荷蘭的政治家約翰·德·維特(Johan de Witt)的檔案。另一種則是來自於與政府無直接關係，而是與荷蘭社會演變有關的檔案，如荷蘭皇家足球協會(KNVB)檔案。

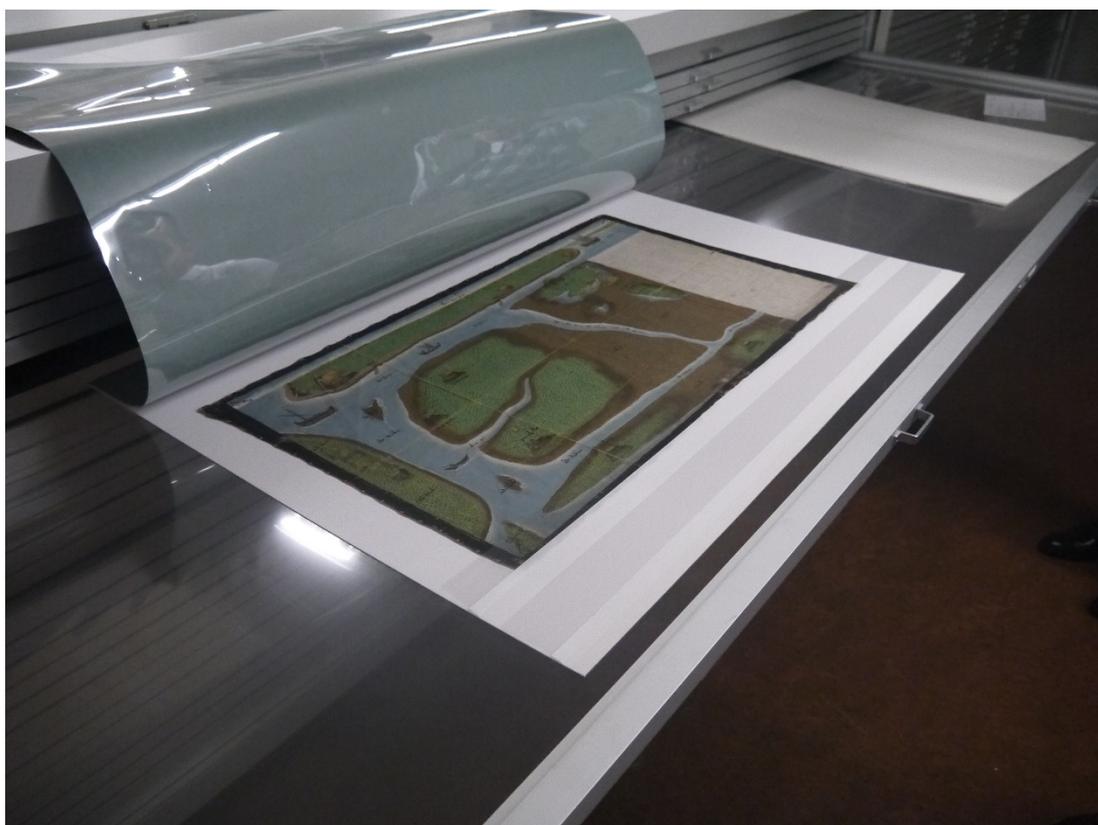


圖 3-2：荷蘭國家檔案館館藏

(二) 任務與使命

荷蘭國家檔案館的主要使命，係基於其典藏政府機關的有關館藏，向公眾提供相關的歷史資訊，主要任務包括：資訊的創新，資訊自由的維護與取用、持續關注與國家有關的重要檔案，且實體與數位並重。

(三) 館舍介紹

1. 資訊中心

國家檔案館的資訊中心是初步介紹館藏的地方，其現代化的設計亦是進行研究的絕佳地點，該中心提供電腦，可在此檢索線上資料庫，索引及國家檔案館的許多專題研究指南。在資訊中心無法使用檔案原件，檔案原件只能在研究室中使用，若為初次拜訪國家檔案館的使用者，則必須在諮詢台申請通行證，該中心的服務皆為免費。開放時間為週 2 上午 10 時至晚上 9 時，週 3 至週 5 上午 10 時至下午 5 時。



圖 3-3：荷蘭國家檔案館資訊中心

2. 閱覽室

國家檔案館的閱覽室是免費開放使用的，但若要進入閱覽室前，則需要通行證，或是憑身分證明申請臨時通行證。使用者可在資訊中心線上查詢檔案，並且線上調閱檔案原件，後續則於閱覽室中使用，原則上申請檔案原件不限其數量，若檔案內容涉及個人隱私部分會直接抽出不提供，若一次申請大量的檔案，則會分批提供，在不違反閱覽規則的前提下也允許翻拍檔案，而若是要在家中線上申請檔案影像掃描，則需要額外的費用，起始費率為 16.75 歐元。



圖 3-4：荷蘭國家檔案館閱覽室

3. 檔案庫房

荷蘭國家檔案館檔案庫房約有 15 間，其中地圖、照片、膠卷各占 1 間庫房空間，由於並非新建築，因此，直到近 5 年間才裝設了密集式檔案櫃，各庫房皆設置有消防滅火裝置。



圖 3-5：庫房消防滅火裝置



圖 3-6：檔案運送設施



圖 3-7：檔案庫房

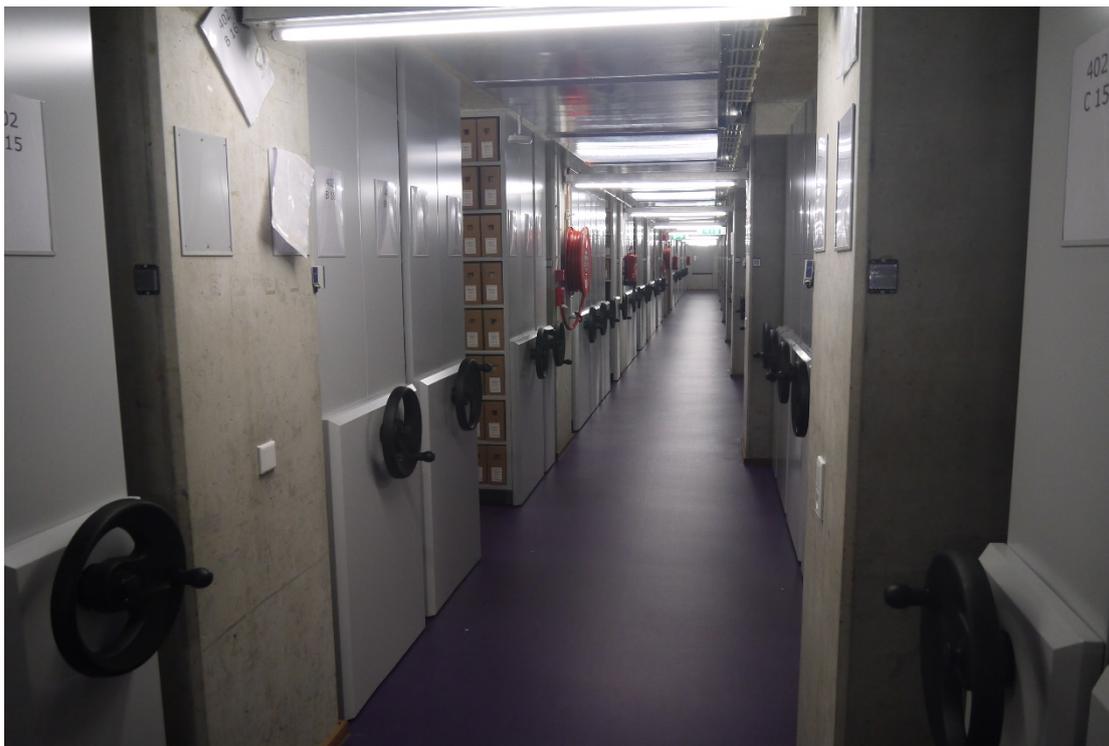


圖 3- 8：檔案庫房密集式檔案櫃

貳、檔案徵集與保存

荷蘭國家檔案館的檔案來自荷蘭中央政府、南荷蘭省的地區／省行政機關，其中包括 11 個部會，109 個政府機構，這些機關現存有超過 300 公里的實體檔案。而根據 1995 年所修訂的檔案法，這些檔案在屆滿 20 年的保存年限後，符合以下條件的檔案將移轉到國家檔案館典藏，包括：

- (一) 保存年限 20 年以上。
- (二) 實體保存狀況良好。
- (三) 良好的檔案編目。
- (四) 容易取用。

而這些檔案需要經過鑑定的程序進行評估，其中大約會有 10% 會移轉到國家檔案館。而該鑑定係依據下列標準：

- (一) 政策發展
- (二) 政策評估
- (三) 會計政策
- (四) 政府組織
- (五) 政策執行大綱
- (六) 特殊的事件

移轉到國家檔案館的檔案，原則上都是公開的，但也有少數例外，係依據下列理由而有限制，需經各部會與其他組織的討論：

- (一) 隱私
- (二) 保護國家或友邦的利益
- (三) 防止對文件或任何第三方提及的個人或法律實體的任何不合理的偏好或偏見

參、2016 年閱覽服務

荷蘭國家檔案館閱覽室 2016 年共有 12,328 使用人次，114,297 件檔案申請，其中有 3,536 件為受限制取用的檔案，而在網站部分，共有 1,200,000 瀏覽人次。

肆、電子庫房 (e-depot)

由於數位化資訊、格式、技術等日新月異，為了確保這些數位資訊得以長期保存並提供使用，荷蘭國家檔案館建立了專為儲存數位化檔案的電子倉庫 (e-depot)，並於 2017 年開始進行大量的數位掃描工作。

電子庫房主要用於儲存國家檔案，因此，除了國家檔案館的電子檔案之外，亦提供省級檔案館為主的區域歷史中心使用，除了上述機關之外，亦開放其他政府機關使用。

伍、檔案展覽

荷蘭國家檔案館於 2017 年 2 月至 2018 年 1 月正進行荷蘭東印度公司展覽，該展覽係由館方自行策展，數位展覽部分則委外進行，本展覽之展示品皆為原件，相當珍貴。參觀展覽須收費，成人 5 歐元，學生及 65 歲以上人士 3 歐元，12~18 歲人士 3 歐元、12 歲以下免費。



圖 3-9：荷蘭東印度公司展之展品-1



圖 3-10：荷蘭東印度公司展之展品-2

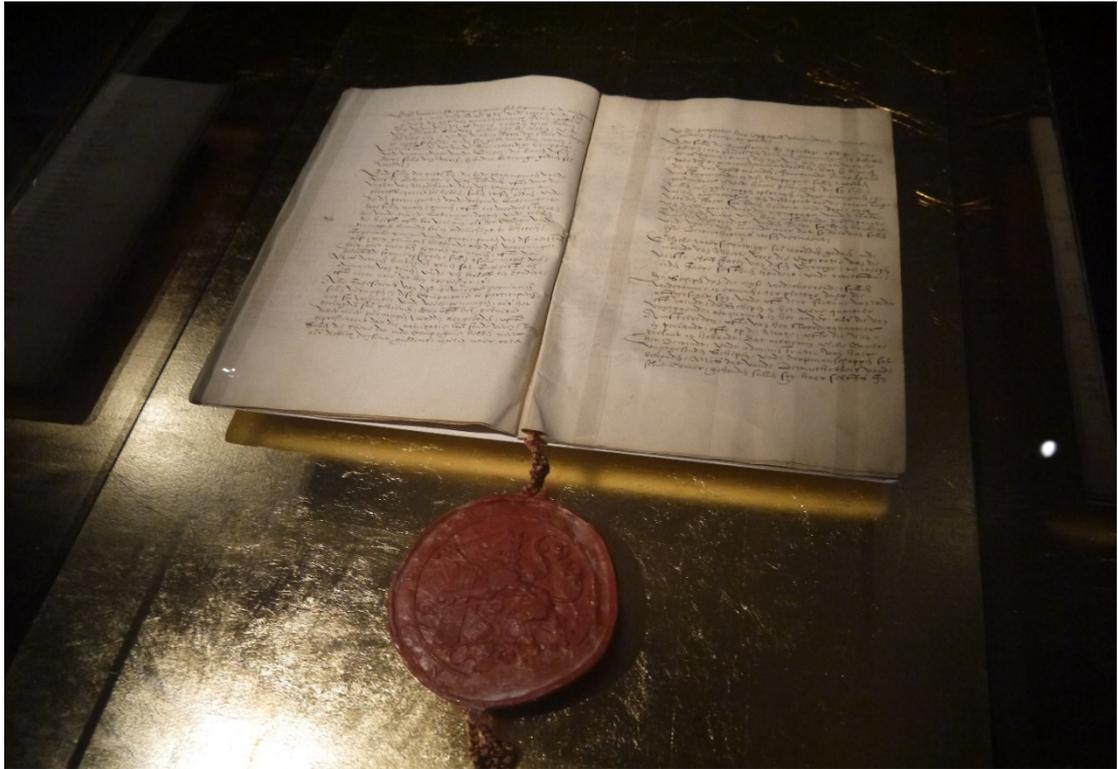


圖 3-11：荷蘭東印度公司展之展品-3



圖 3-12：荷蘭東印度公司展之展品-4



圖 3-13：荷蘭東印度公司展之展品-5

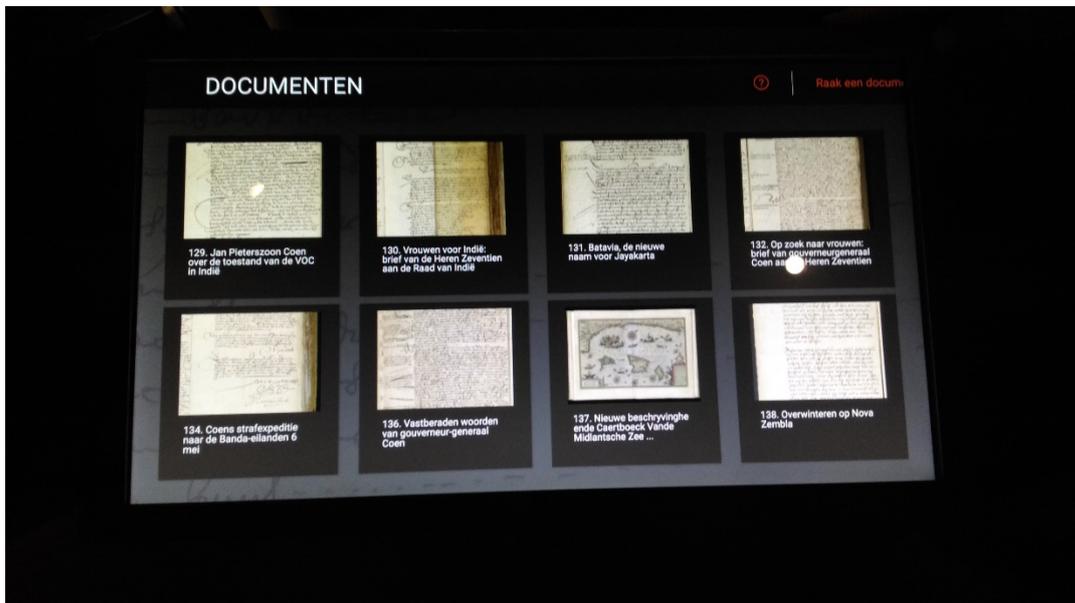


圖 3-14：荷蘭東印度公司展之展品-6

第四章 北荷蘭省檔案館

壹、簡介

一、機關簡介

北荷蘭省檔案館是北荷蘭省(North Holland)、肯內默蘭(kennemerland)與哈倫(Harlem)的區域歷史中心，其成立於 2005 年，係肯內默蘭檔案館與北荷蘭省檔案館合併而來，在北荷蘭省檔案館中，可以找到與整個省有關的歷史，北荷蘭省檔案館位於 Jansstraat，而在距離不遠的 Kleine Houtweg 有另一處分館。在北荷蘭省檔案館閱覽室的自助服務櫃中，可以找到家庭研究資源，像是居民登記、出生及死亡登記等檔案，議會資料等則是保存於庫房中。而像是視聽資料、科技檔案、1811 年以前的公證檔案索引等則放在位於 Kleine Houtweg 的庫房。在 Jansstraat 本館共有 6 個庫房，因空間因素其庫房設於地下室，未曾遭遇水災，設有防水閘門及抽水設施，存放一般檔案的溫溼度環境為溫度 18 度，相對溼度 57 度。



圖 4-1：北荷蘭省檔案館入口



圖 4-2：北荷蘭省檔案館庫房

位置 Jansstraat

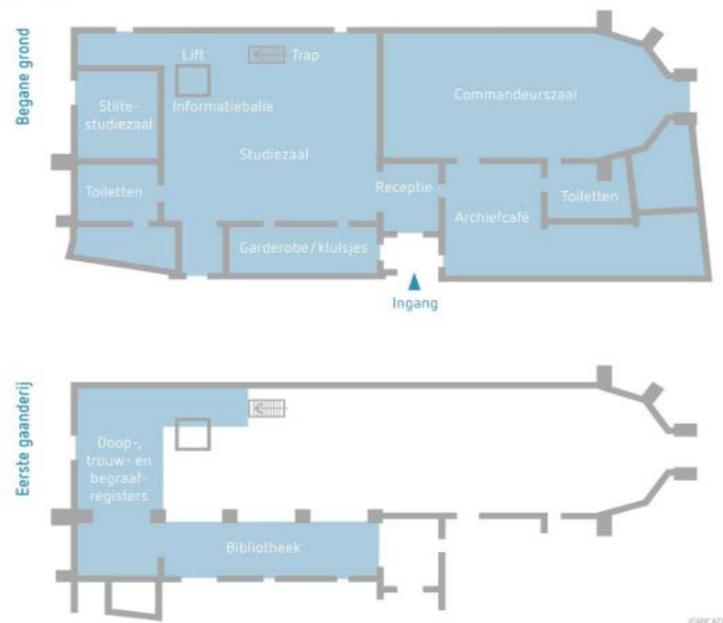


圖 4-3：北荷蘭省檔案館閱覽室平面圖(Jansstraat 本館)

地點 Kleine Houtweg

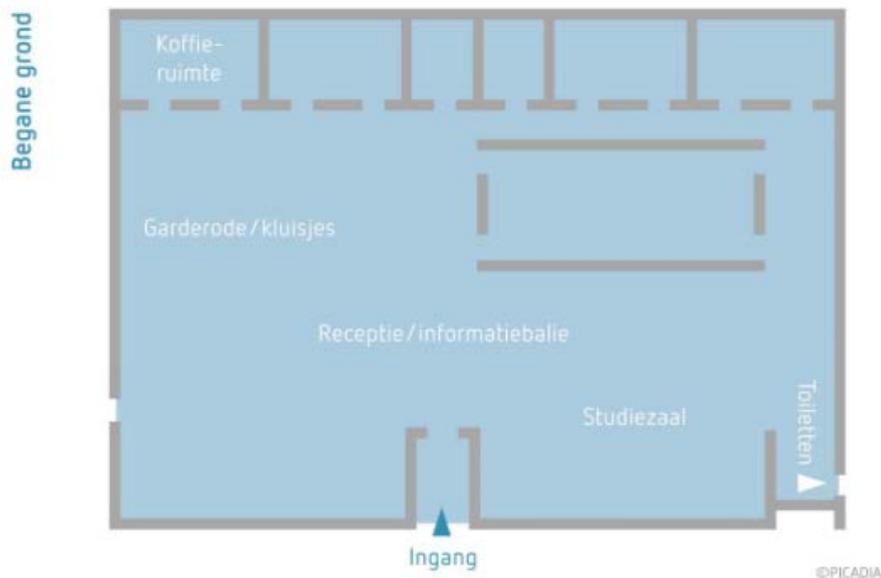


圖 4-4：北荷蘭省檔案館閱覽室平面圖(Kleine Houtweg 分館)

作為一個區域歷史中心，北荷蘭省檔案館管有包括政府、北荷蘭省以及私人機構內與北荷蘭省有關的檔案，其數量約 30.5 公里，另外還管有照片、幻燈片、明信片、地圖等約 50 萬張(幅)，此外，其圖書館內藏有超過 65,000 冊圖書。相關的藏品可以在檔案館內的閱覽室免費諮詢及申請，或是透過網站 (<https://noord-hollandsarchief.nl/bronnen/archieven>)取用。

二、館藏簡介

北荷蘭省檔案館內的檔案大致可區分為政府檔案、私人檔案及科學檔案：

- (一) 政府檔案：北荷蘭省檔案館為北荷蘭省的區域歷史中心，因此其有關政府檔案的館藏，除了省級機關檔案，如土地登記處、法院、監獄外，尚有省級服務機構，如省級醫院、省級公共工程部門等。另外，北荷蘭省亦兼有市檔案館的角色，因此，如阿爾茲梅爾市(Aalsmeer)、貝弗維克市(Beverwijk)、哈倫市(Haarlem)等城市檔案亦置於該檔案館。
- (二) 私人檔案：私人檔案有許多類型，如宗教檔案、公司檔案、協會及基金會檔案、家庭及個人檔案等。

(三) 科學檔案：北荷蘭省檔案館亦管有科學機構及著名的科學家的檔案，如諾貝爾獎物理學獎得主彼得·塞曼(Pieter Zeeman, 1865-1943)、亨德里克·勞倫茲(Hendrik Lorentz, 1853-1928)的個人檔案。

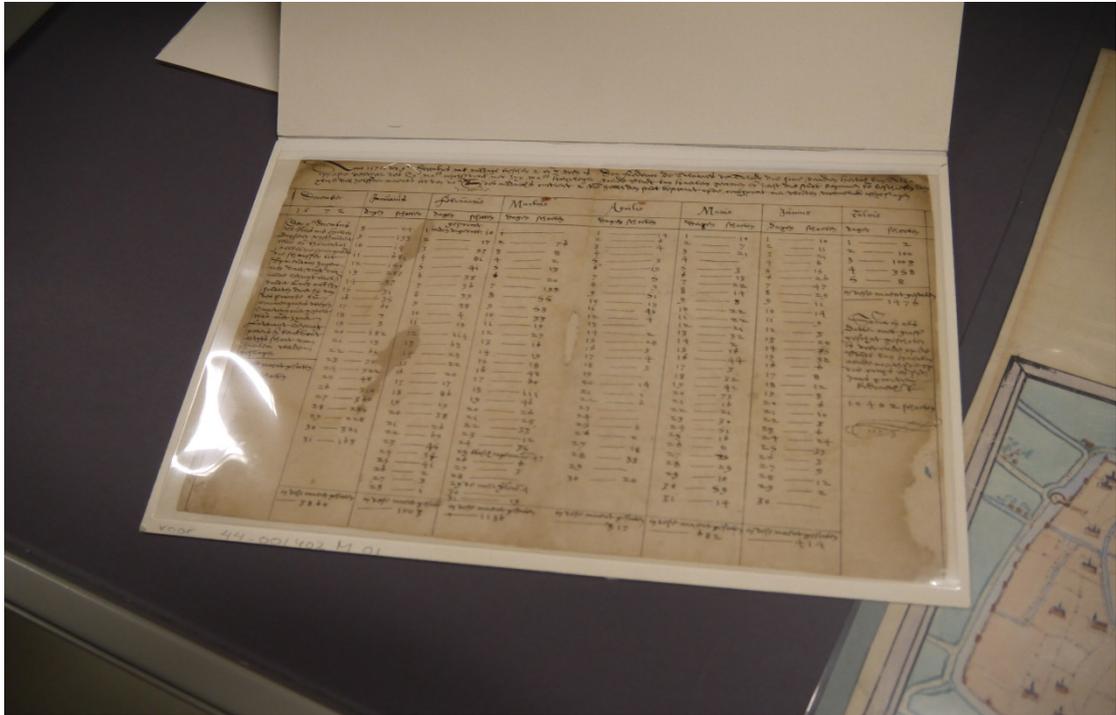


圖 4-5：北荷蘭省檔案館館藏-1

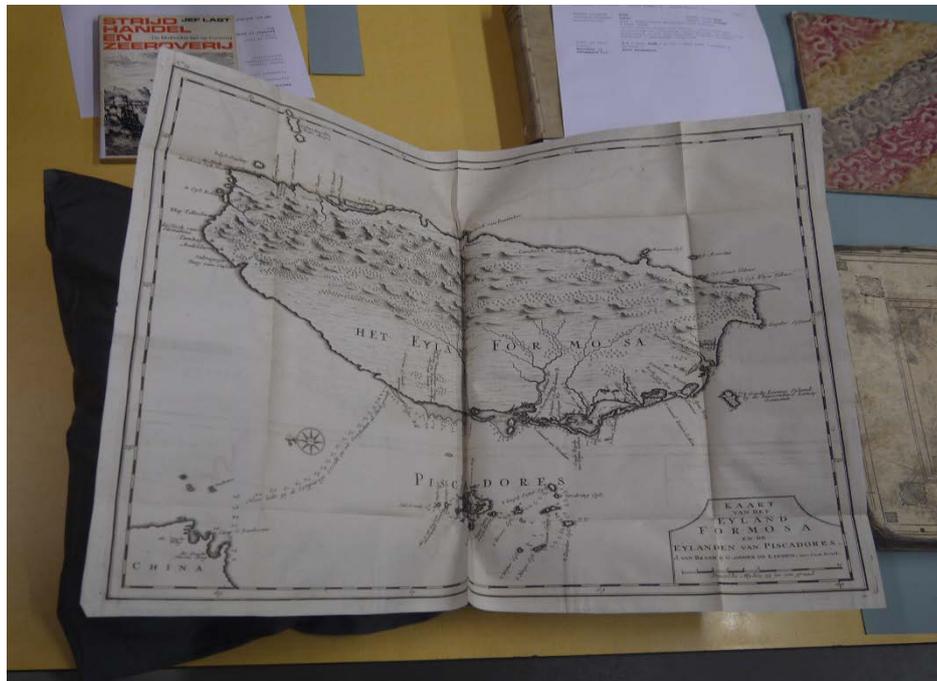


圖 4-6：北荷蘭省檔案館館藏-2

三、使命與願景

北荷蘭省檔案館認為歷史是極其重要的，其希望成為北荷蘭省的記憶，因而北荷蘭省檔案館具有雙重使命：

- (一) 作為政府機構的夥伴：保持檔案可持續存取及其可靠性
- (二) 向大眾開放：成為北荷蘭省的歷史資訊中心。

貳、閱覽服務

北荷蘭省檔案館在 Janskerk 與 Kleine Houtweg 的閱覽室置有多台電腦，使用者可以線上檢索資料庫(<https://noord-hollandsarchief.nl/bronnen/archieven>)，大多數的檔案及館藏是可以公開使用的，但若涉及隱私等限制條件，則將無法提供。申請檔案原件則需要填寫申請表格，讀者必須在閱覽室訂有使用規則，讀者必須遵循相關的規定：

- (一) 檔案原件只能在指定的桌面使用。
- (二) 最多只能在桌子上放置一本書或檔案原件。
- (三) 只能使用乾淨、乾燥的手來翻閱檔案
- (四) 將檔案儘可能的平放在桌上
- (五) 請勿改變檔案編排的原始順序
- (六) 因為涉及到版權、開放性等問題，拍攝檔案原件應由閱覽室的檔案人員進行
- (七) 檔案、圖像及書籍只能由檔案人員進行複製



圖 4-7：北荷蘭省檔案館閱覽室

北荷蘭省檔案館的館藏可根據使用者的需求進行掃描，提出掃描需求及掃描是免費的，而在實際掃描前，檔案人員會評估該檔案的開放應用狀態，如果該檔案屬於未開放（如版權限制、涉及隱私）狀態，則申請人將會收到電子郵件通知。

參、檔案教育

北荷蘭省檔案館針對不同年齡層的學生開發了不同的檔案教育專題：

(一) 小學

1. 在檔案中發現名字：在檔案中，有許多與姓和名有關的文件，該專題將直接至庫房中介紹與姓名有關的歷史檔案，讓學生完成有關於姓名的類型和與姓名的所具有的意義的學習，並且在課程最後，與學生討論所看到、學習到的內容。
2. 拯救未來：該專題介紹他們將如何為未來的人們保存檔案，學生們將參觀檔案庫房，接著，從檔案的印刷材料、媒體等，根據自己的想法討論哪些該被儲存或銷毀。
3. 族譜：該專題將介紹與族譜有關的歷史檔案，接著帶領學生介紹過去著名的家族的族譜，課程最後，將與學生討論所看到、學習到的內容。

(二) 中學

1. 第二次世界大戰討論會：該專題先將學生進行分組，並且針對第二次世界大戰的檔案進行研究，接著每組簡要介紹相關檔案的內容，針對他們介紹的主題發表自己的看法。最後給予表現最好的學生一個小獎勵。
2. 檔案中的自畫像：在本主題中，學生們比較現在與早期畫中人的臉部表情，以及相關的環境。另外，也討論諸如構圖、相機的快門速度等概念。

(三) 高中

在本主題中，學生們研究從 18 世紀到現代有哪些流行趨勢？過去的時尚元素是否反映在現代的服裝？藉由檔案內容過往的穿著，學習以不同的角度來看待現今的時尚，並且以繪畫、照片以及檔案原件為基礎，瞭解十八世紀的服裝史。

第五章 阿姆斯特丹市檔案館

壹、簡介

一、機關簡介

阿姆斯特丹市檔案館為全世界最大的市檔案館，隸屬於阿姆斯特丹市政府，其主要檔案來源為阿姆斯特丹政府機關，包括了阿姆斯特丹有關的私人機構、公司、家庭、個人等。除此之外，鄰近城市如 Ouder-Amstel 、Amstelveen 也將該城市的歷史檔案存放於阿姆斯特丹市檔案館。

阿姆斯特丹市檔案館原座落於 Nieuwer 的前市政廳，2007 年始搬遷至位於市中心 De Bazel 紀念建築中。該建築前身為銀行，故阿姆斯特丹檔案館中仍可看見許多銀行留下的設備。檔案館目前共有 10 名檔案修護人員進行檔案修護，另有約 465 名志工，協助展覽、數位化等工作。



圖 5-1：阿姆斯特丹檔案館大樓

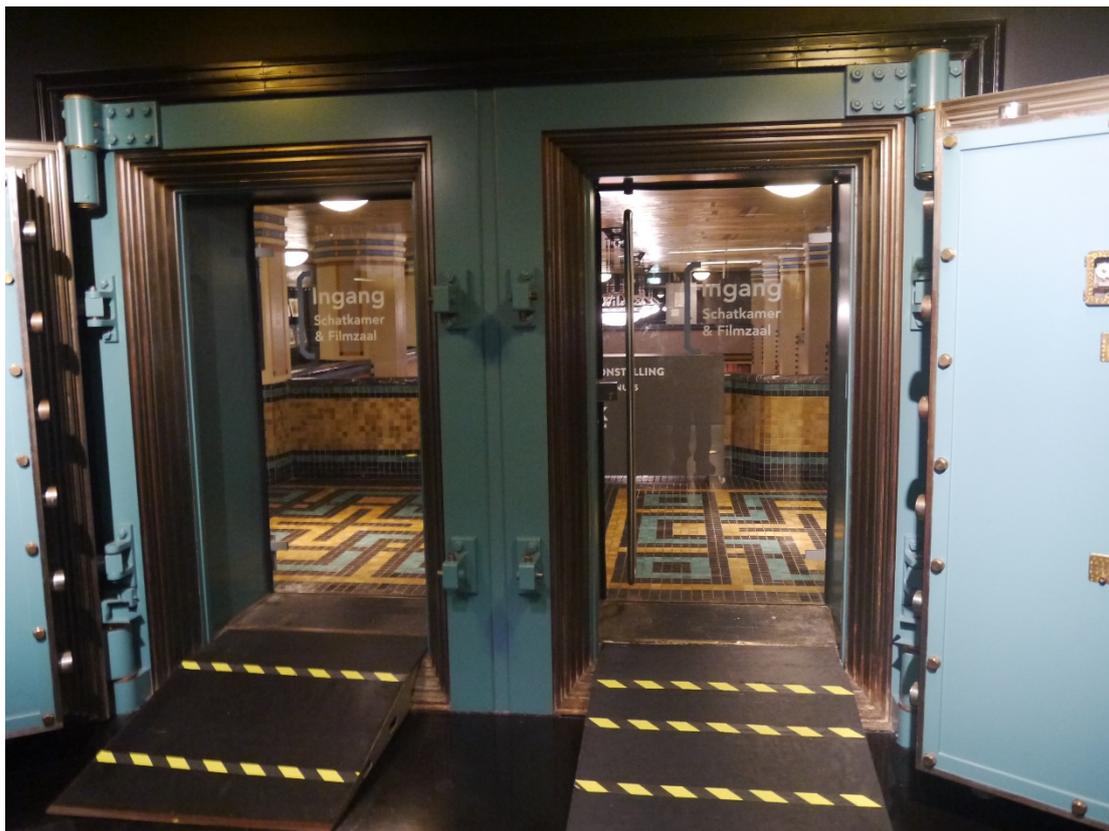


圖 5-2：檔案庫房入口



圖 5-3：館舍舊有設備

二、館藏資料

阿姆斯特丹市檔案館典藏有超過 50 公里的檔案，100TB 的數位檔案，其館藏類

型包括地圖、歷史地型圖、印刷品、影音檔案以及照片等。

(一) 政府和個人檔案

阿姆斯特丹市檔案館約有一半的館藏來自政府，像是市長、市議會、市議員的檔案，以及相關的機關，如消防隊、港務局等機關的檔案。此外，尚有與阿姆斯特丹有關的國家政府檔案，包括 1524 至 1811 年的司法檔案，教堂公證、婚姻等的登記簿冊檔案，約 5 公里。另一半的館藏來自於私人機構、家庭或個人捐贈的檔案，私人檔案為城市提供了豐富的內容，包括貿易和商業、社會與文化、教育、信仰、家庭生活等類型。

(二) 歷史地型圖

包括各種描繪城市歷史的文件，像是照片、圖紙、地圖、施工圖紙、海報、圖片、明信片等，簡而言之，是城市歷史的總集，亦有對街道、水路、建築物的紀錄，以及城市日常生活的肖像或形象的紀錄。

(三) 視聽資料

自 50 年代開始，阿姆斯特丹檔案館即開始蒐藏有錄音紀錄、音樂、影像等檔案，該城市的部分服務部門也會產出重要的視聽資料，像是城市公共工程部門等。

貳、檔案清理

在檔案銷毀部分，阿姆斯特丹市檔案館針對該市 1850 至 1995 年及 2005 至 2016 年市政檔案各訂有定期保存檔案保存年限區分表，若非該區分表內所列的檔案，則應該要永久保存。而檔案銷毀需要經過審核程序，檔案銷毀目錄則永久保存。

而保存年限 20 年以上的檔案，應該要移轉到市檔案館，若是要提前移轉，則檔案必須是保存情況良好、次序完整且可取用的狀態。

參、檔案數位化

阿姆斯特丹市檔案館自 2001 年開始檔案數位化，經過 15 年的努力，目前約有 1,800 萬頁的數量，並且以每年 100 萬頁的數量成長。其數位化的目的是為達成遠端服務，而為了這個目的，阿姆斯特丹檔案館進行數位掃描的標的有極大部分來自於研究者或使用者所提出的需求，因此，該館每週都會有超過 15,000 頁以上的掃描影像，並且上線提供使用，而檔案經數位化提供使用後，即不再提供實體應用。



圖 5-4：阿姆斯特丹市檔案館檔案庫房-1



圖 5-5：阿姆斯特丹市檔案館檔案庫房-2

肆、檔案應用服務

阿姆斯特丹市檔案館的檔案，除了涉及隱私、國家利益或不當利益等部分外，原則上皆為公開使用，若是已經過數位化的檔案，則一律使用線上瀏覽，若是未經數位化的檔案，則需申請檔案原件使用。2017 年開始線上申請數位化掃描已無需費用。



圖 5-6：阿姆斯特丹市檔案館閱覽空間

伍、檔案展覽

阿姆斯特丹市檔案館的檔案展覽係由檔案館自行策展，並無公共參與，若民眾有任何建議，則可透過公共平台，如 FACEBOOK、留言版、電子信箱等提供建議，檔案館會徵詢各領域專家評估所提意見是否採行。



圖 5-7：阿姆斯特丹市檔案館展覽-1



圖 5-8：阿姆斯特丹市檔案館展覽-2

第六章 海牙市檔案館

壹、簡介

一、機關簡介

海牙市檔案館位於海牙市政廳，是海牙市的歷史檔案、視覺媒體、多媒體資訊的文件資訊中心。海牙市政廳係由美國建築師 Richard Meier 於 1986 年設計，於 1995 年完成，位於海牙市中心，其中包括了議會廳，公共圖書館，咖啡館，海牙市檔案館、展覽空間等。海牙市檔案館與海牙圖書館同隸屬於海牙市的公共事務部，海牙市檔案館的負責人為城市檔案管理者，而其檔案管理團隊包括 1 位城市檔案管理者，兩位管理員，兩位管理員中，一位負責館藏，一位負責對外服務。

海牙市檔案館的公共服務政策是，無論是出於什麼目的，每一位拜訪者都可以免費查閱檔案，包括市政館藏與非市政館藏。海牙市檔案館除了市政檔案外，尚包括下列項目：

- (一) 報紙雜誌圖書館。
- (二) 與海牙市、市民有關的照片、地圖、印刷品
- (三) 來自海牙基金會與協會的私人檔案
- (四) 影像與音訊檔案

二、館舍簡介

(一) 閱覽室

海牙市檔案館與萊德斯亨丹－福爾堡(Leidschendam-Voorburg)、以及荷蘭音樂學院(collection of the Netherlands Music Institute)在海牙市政廳的 1 樓設有聯合閱覽室。閱覽室的一部分作為諮詢數位館藏及微縮片之用，其他則作為館藏原件的閱覽之用。調閱館藏需要有效的身分證件或護照，將由專業的館員協助到館的讀者進行研究。其開放時間為週一至週五的上午 9 點至下午 4 點。



圖 6-1：海牙市檔案館閱覽室

(二) 辦公室

海牙市檔案館工作人員的辦公室位於市政廳 6 樓，各員工並沒有固定的工作座位。

(三) 修復及掃描部門

修復部門位於市政廳 9 樓，其中有多種設備可作檔案修復，像是自動切割機等。該部門也同時進行數位化工作，依照使用者的需求，由志工進行數位化掃描。

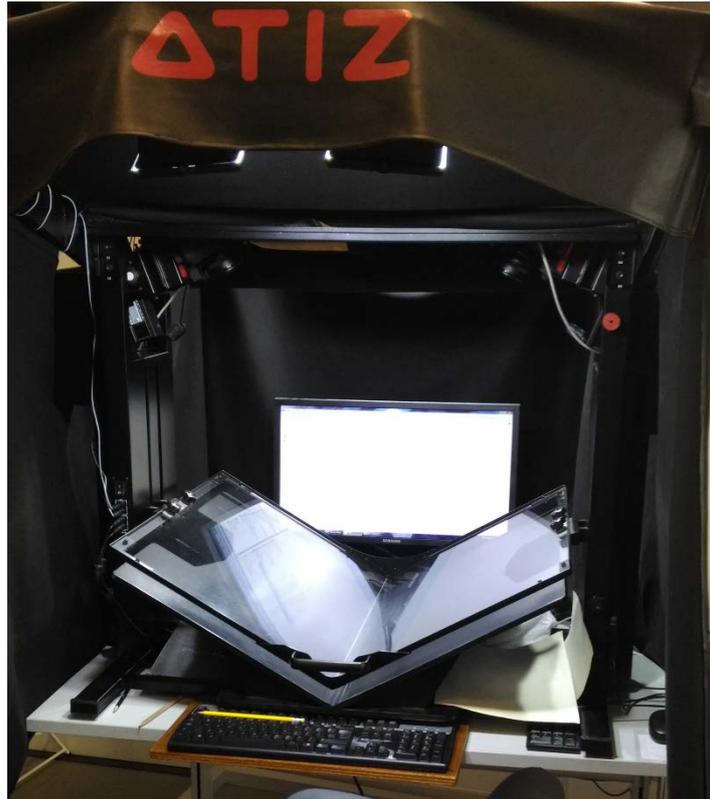


圖 6-2：掃描設備-1



圖 6-3：掃描設備-2



圖 6-4：檔案修復工作區-1



圖 6-5：檔案修復工作區-2

貳、專業訓練

海牙市檔案館也開立了課程以訓練專業的檔案人員，包括學士及碩士課程。海牙市檔案館中也有完成歷史或藝術史的工作人員。館內的工作人員大多都參與過專業的訓練課程，如修復計畫、博物館學等，這些課程大部分都是在大學開設，而檔案館內的助理也會參與相關的訓練課程。檔案館工作人員也可以向館方提出他們想要參與訓練或培訓的課程，或參加相關的研討會等。

參、檔案徵集、鑑定與處置

海牙市檔案館中除了海牙市政府所產生的文件外，較為特別的是，還蒐藏了海牙市有關城市景觀變化相關的文件，除此之外，還包括了與海牙有關的協會、公司、個人等相關的檔案。

海牙市檔案館有專屬的年度預算，也接受許多來自各方的捐款，而該館並不購買檔案。前述有關城市風貌改變的檔案，係來自於該館不斷的掌控著城市的變化，如建築物的拆除、道路的縮減、新建築的建立等，在這些城市外觀改變前，海牙市檔案館即會委託攝影師前往紀錄變化前後的樣子。

檔案的檢查員也負有讓檔案在正確時間銷毀的責任。在荷蘭的檔案法中也有相關的規範。

肆、檔案編排與描述

因為館藏的多元化，海牙市檔案館也使用不同的描述系統。該館使用 Mais-Flexis 這個系統來作描述，並且在 www.archieven.nl 這個網站中查詢檢索檔案。在圖像資料部分，海牙市檔案館使用 Memorix Maior 這套軟體作描述，並且在 www.haagsebeeldbank.nl 這個網站中作檢索。該館也持續的進行數位化作業，並應用了 metamorfoze 這套標準，而這套標準也廣泛的應用於其他的檔案館。

伍、檔案應用

海牙市檔案館也開設相關檔案課程，並且在每年的海牙歷史紀念日辦理演講，另外也協助編製出版品，提供相關的檔案給報紙、雜誌或電視媒體使用，籌劃與海牙有關的各種展覽，並且利用本身的資源與城市的外在合作夥伴進行合作。

海牙市檔案館有兩個展覽空間，一個在 Spui 車站中展示海報，另一個在市政廳中庭的燈箱，進行相關的歷史展覽。

2013 年，海牙市檔案館根據要求開始了數位化作業，使用者可以在家中提出他們需要的檔案，海牙市檔案館再依據其需求進行掃描，提供相關連結給使用

者下載。2017 年 7 月 1 日之後，使用者則可以在 www.haagsebeeldbank.nl 網站下載免費的照片資料。

陸、檔案庫房與運作

海牙市檔案館的庫房位於市政廳地下 1 樓，依館藏的類型分別有專屬的庫房，像是紙本庫房、照片庫房、大型檔案庫房等。近幾年，也包括了大型模型檔案，放置於大尺寸檔案庫房，該庫房也放置了海報、印刷品、地圖等。每個庫房都有嚴格的溫溼度控制。

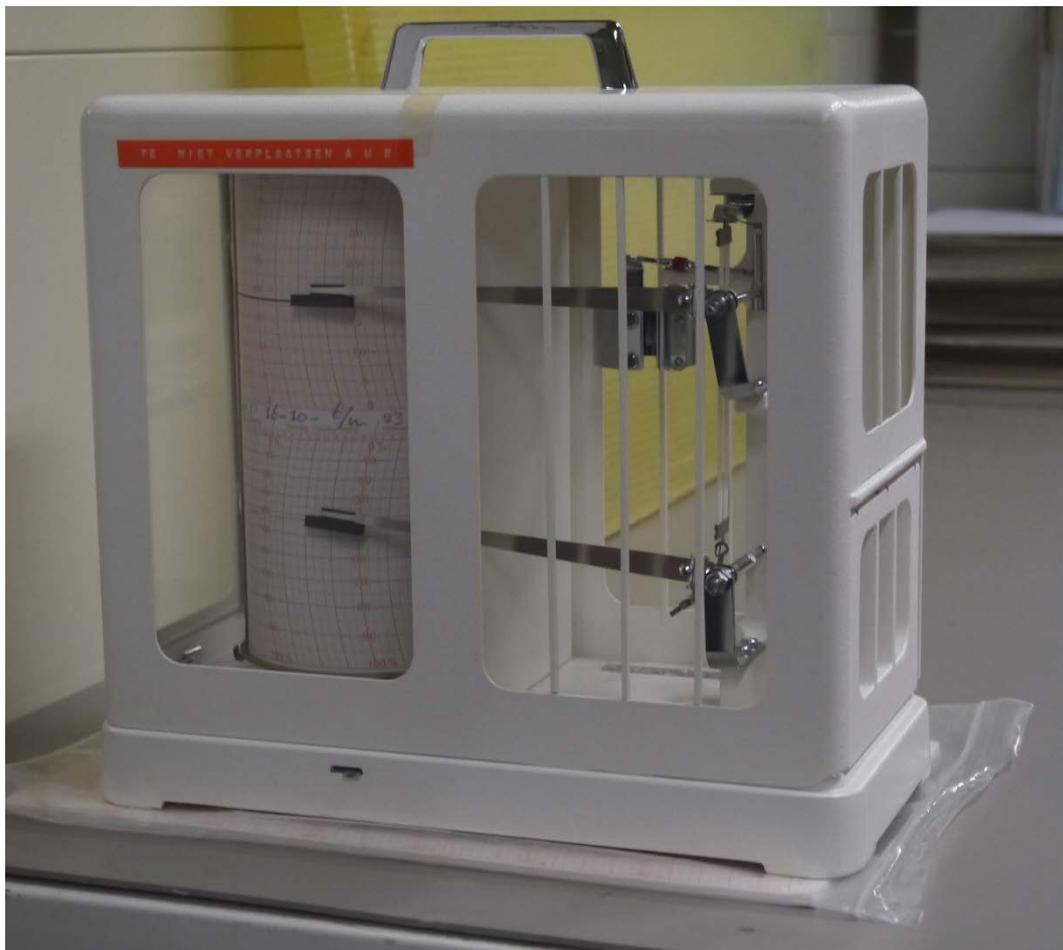


圖 6-6：溫溼度控制設備



圖 6-7：檔案庫房



圖 6-8：契約檔案

第七章 荷蘭皇家圖書館

壹、簡介

一、基本簡介

荷蘭皇家圖書館(Koninklijke Bibliotheek, KB)成立於 1798 年，是荷蘭的國家圖書館，目前的館名是 1806 年路易·波拿巴(Louis Napoléon Bonaparte)所命名。荷蘭皇家圖書館自 1993 年之後成為獨立機關，由教育·文化和科學部提供資金，預算為 9,100 萬歐元。

荷蘭皇家圖書館的目標是讓每個人都能獲得荷蘭過去和現在的知識與文化，並成為科學資訊提供的知識中心，為研究，學習和文化體驗提供服務。希望透過文字力量推動，進一步增強荷蘭人民的知識發展和創造力，也為此尋求與公共圖書館，文化遺產及學術界夥伴的合作。因此，其將「實現國家數位化圖書館」與「加強國家和國際合作」列為 2015-2018 年之重點發展目標；希望在發展目標的導引下，同時進一步協調公共圖書館有關荷蘭歷史，語言和文化研究等數位化資訊的保存，以成為學術資訊的研究中心與國際圖書館。另外，該館在國際推廣方面亦不遺餘力，目前參與了約 30 個國家與國際組織的活動。

二、館藏簡介

荷蘭皇家圖書館並無寄存制度，現有 700 萬件印刷品，約為 115 公里的圖書資料，包括書籍、期刊、報紙等，2016 年，增加圖書 40,950 冊，期刊 39,350 冊，期刊 1817 冊，共計有 260 萬篇數位化文章及 2,500 本電子書被下載使用，另有特藏包括中世紀及現代的手稿、善本書、線裝書等，其館藏來源有極大部分為出版商無償提供。

三、建築

荷蘭皇家圖書館係於 1982 年移至現今位於海牙中央車站旁的大樓，該大樓是由荷蘭著名的建築師 Arie Hagoort 所指導設計。大樓總面積達 8 萬平方公尺，其中圖書館佔 3.7 萬平方公尺，另外，該大樓尚有文學博物館、兒童讀物博物館等。



圖 7-1：荷蘭皇家圖書館外觀-1



圖 7-2：荷蘭皇家圖書館外觀-2



圖 7-3：荷蘭皇家圖書館入口處



圖 7-4：入口外展示空間

貳、服務

一、會員

荷蘭皇家圖書館使用者分為一般會員以及付費會員，付費會員所需負擔的金額為每年 15 歐元，與一般會員的差別在於可以使用該館所有的數位館藏。

二、 研究員駐場計畫

荷蘭皇家圖書館於 2014 年建立了「研究員駐場計畫」，邀請年輕的人文科學研究人員與荷蘭皇家圖書館之數據專家密切合作，以 6 個月為期，運用龐大數據資料進行自己的研究，也可以尋求荷蘭皇家圖書館數據專家之協助，參與研究員駐場計畫對研究者和荷蘭國家圖書館雙方均有益處，透過圖書館收集之資訊，改善對人文科學研究人員的服務。

第八章 阿姆斯特丹博物館

壹、簡介

一、基本簡介

阿姆斯特丹博物館是一座介紹阿姆斯特丹歷史的博物館，成立於 1926 年，館藏總計超過 8 萬件物品，其中有一半是由市保存的，另一半則來自捐贈及遺產，自 1975 年以來一直位於阿姆斯特丹市一棟原為孤兒院的建築，原名阿姆斯特丹歷史博物館，2011 年改名為阿姆斯特丹博物館。

阿姆斯特丹博物館係直接隸屬於市政府，年度經費約為 200 萬歐元，另外尚有彩券的收益的挹注，其挹注金額為博物館年度經費的百分之十。



圖 8-1：阿姆斯特丹博物館入口

二、使命和願景

阿姆斯特丹博物館致力於將阿姆斯特丹的歷史帶入生活，並提供洞察城市的身分；博物館挑戰居民及遊客深化與城市的關係

三、參觀規則

- (一) 博物館內禁止吸煙、飲食
- (二) 背包及雨傘應留在儲物櫃中，不可攜入手提箱或行李
- (三) 不允許帶寵物入內，導盲犬除外
- (四) 展品禁止觸摸
- (五) 允許照片及錄影，不可使用腳架

- (六) 將手機轉為靜音模式
- (七) 遵守員工的指示
- (八) 保留門票，直到參觀結束

貳、展覽

阿姆斯特丹博物館的展覽接受民眾的參與，亦即民眾可提供意見參與展覽的規劃，館方會依照民眾的意見進行評估。另外該館在 2010 年時亦即開放民眾參與展品 metadata 的共筆寫作。該館目前有多項常設展，其中名為阿姆斯特丹 DNA 的展覽，提供 10 國語言的導覽機解說阿姆斯特丹的歷史。



圖 8-2：阿姆斯特丹博物館展覽空間



圖 8-3：阿姆斯特丹博物館文物修復工作室



圖 8-4：可提供 10 國語言導覽的導覽機

第九章 結論與建議

壹、結論

本次赴荷蘭考察，囿於考察經費及時間的限制，加上荷蘭各檔案館分散不同省分之地域限制，行程規劃係擇選國家檔案館、省級檔案館、市級檔案館，以及具有同屬知識服務體系的圖書館及博物館為主，總計安排荷蘭國家檔案館、北荷蘭省檔案館、阿姆斯特丹市檔案館、海牙市檔案館、荷蘭皇家圖書館以及阿姆斯特丹博物館等 6 個機關，整體而言參訪內容豐富，獲益良多。

荷蘭之官方語言為荷蘭語，英語雖然為該國之第二語言，惟各檔案館之相關簡介或出版品仍多為荷蘭語版本，鮮有英文版本，網頁資料之英文網頁內容亦較為簡略，僅能以荷蘭語版本透過網路翻譯軟體略作瞭解及綜整，另輔以現場之交流與筆記摘錄重點，因此本報告係就參訪過程所交流之重點、簡報資料，以及拜訪機關之網站資訊等彙整呈現，以求完整。

參訪過程中，各館相關部門主管或接待人員均熱忱接待並盡力解說及釋疑，謹致謝忱。此外，本次考察得以充分進行檔案管理業務交流，並順利圓滿完成任務，亦需特別感謝我國駐荷蘭代表處大力支持與協助行程之聯繫與安排，原行程規劃，博物館部分原擬拜訪荷蘭國家博物館，惟該館因業務繁忙及人力因素無法接待本次行程，導致需要另外洽詢拜訪其他機關，駐荷蘭代表處亦協助於極短時間內另洽定阿姆斯特丹博物館接受參訪，使本次考察行程得以順利圓滿。

本次考察荷蘭在檔案管理與應用業務方面，皆有我國值得參考借鏡之處相關心得歸納綜整如下：

一、檔案庫房環境妥適安全

檔案庫房是保存珍貴檔案的重要基礎設施，綜觀本次考察所得，不論是隸屬中央層級的荷蘭國家檔案館、區域性的北荷蘭省檔案館、或是城市級的阿姆斯特丹市檔案館，多設置具備妥適典藏檔案的庫房環境，舉凡溫度與溼度之控制或消防滅火系統等，提供典藏檔案安全無虞的環境。



荷蘭國家檔案館庫房-1



荷蘭國家檔案館庫房-2



荷蘭國家檔案館庫房滅火設備-1



荷蘭國家檔案館庫房滅火設備-2



海牙市檔案館檔案庫房-1



海牙市檔案館檔案庫房-2



海牙市檔案館檔案庫房溫溼度紀錄儀



海牙市檔案館檔案庫房防蟲偵測器



二、檔案文物保存修護專業

檔案保存維護工作是為確保檔案長久保存俾利提供應用的必要任務，由於荷蘭各檔案館均設立甚早，其保存之各類檔案多年代久遠，檔案文物之修護更為重要，因此，考察發現多數檔案館均設置相關保存設備，例如大型檔案之捲筒保存、適合檔案平放之大型圖櫃、或是珍貴檔案之直立式保存設備等，以致力於檔案保存。



荷蘭國家檔案館保存捲筒



荷蘭國家檔案館大型圖櫃



海牙市檔案館珍貴檔案吊掛保存-1



海牙市檔案館珍貴檔案吊掛保存-2



北荷蘭省檔案館檔案庫區



北荷蘭省檔案館珍貴檔案溫溼度控制保存櫃

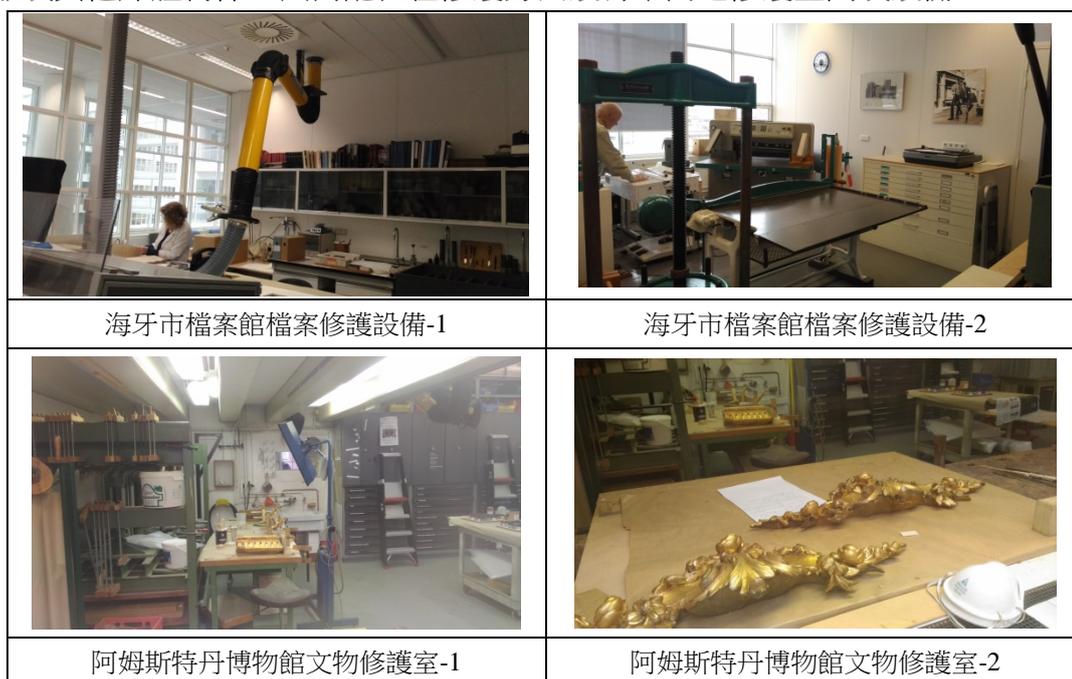


阿姆斯特丹市檔案館珍貴檔案保存區標示



阿姆斯特丹市檔案館珍貴檔案保存區

至於文物檔案之修護，由於檔案館所典藏之物件不僅限於紙質檔案，甚或有木雕或其他媒體物件，因而配合在修護方面設有不同之修護空間或設備。



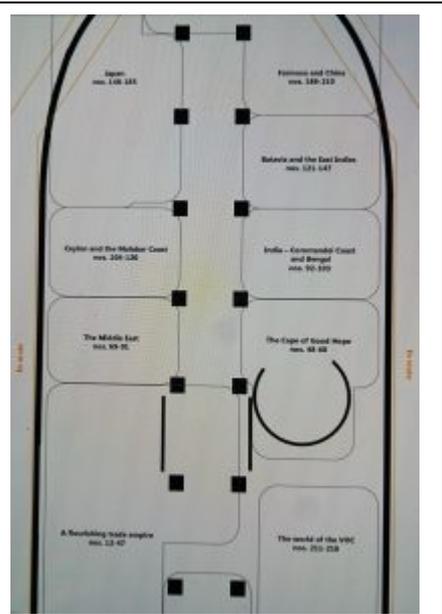
三、檔案展覽風起雲湧

檔案展覽是活化檔案及推廣檔案意識之重要方法，因此，參訪各檔案館均能發現展覽活動是各檔案館的首要任務，依其檔案館設立宗旨並搭配典藏檔案特色，精心策畫展出內容，期望藉以發揮檔案館的存在價值及社會文化教育功能。部分檔案館除自辦展覽外，也提供相關展品之借展合作，例如阿姆斯特丹市檔案館就鼓勵其他文教機構共同合作，也因此訂有借展契約（附錄 3：阿姆斯特丹市檔案館借展契約）

- (一) 荷蘭國家檔案館之荷蘭東印度公司(Vereenigde Oostindische Compagnie, VOC, 1602-1799) 的相關檔案為荷蘭國家檔案館的重點收藏，為了重現這段歷史，荷蘭國家檔案館籌畫「The World of the Dutch East India Company」特展，藉以展現該館在檔案數位化的成果。「The World of the Dutch East India Company」特展雖不算是一個規模宏大的特展，但是展場佈置卻別具巧思，在有限的空間裡建構出一艘船首形狀的展廳，搭配深色布簾投影出大海廣闊的視覺效果。檔案館希望邀請觀眾踏上這艘象徵著 VOC 商船的木質船廳，一起從荷蘭國家檔案館航向那對於荷蘭人而言，曾是充滿未知的亞非世界。另外，該展的海報設計係以東印度公司駐印尼總督 Jan Pieterszoon Coen (1587-1629) 的肖像，配合標語「No Business Without Battle」，企圖呈現荷蘭海外殖民歷史的黑暗面。



The World of the Dutch East India Company
特展海報



船型展場動線規劃



船首前端的藍海濤濤



展場場景-1



展場場景-2



展場場景-3

(二) 阿姆斯特丹博物館

阿姆斯特丹博物館典藏該城市的發展軌跡，無論是檔案還是文物，都擁有豐富的館藏可以述說這個城市的歷史，該館為了讓每個市民或世界各地友人能深入

認這個歷史悠久的城市，策劃了能展現這個城市底蘊的「Amsterdam DNA」特展，對這個城市的發展娓娓道來，結合檔案文字、影音紀錄、及具悠久歷史的文物，希望重建這個城市的發展軌跡，使其人民以 Amsterdam 為榮。



(三) 阿姆斯特丹市檔案館

阿姆斯特丹市檔案館針對這個城市樣貌的改變歷程規劃了城市風貌演進展覽，以重建歷史現場的手法，塑造出不同年代的城市樣貌，除了精緻的展場置讓人彷彿回到那個年代，再加上融合古今重疊的影像紀錄，更讓人有身歷其境的感受。



(四) 北荷蘭省檔案館之展覽



四、 互動技術增進展覽亮點

檔案展覽的手法是否能拉近與觀展者的距離，攸關展覽的成敗，也因此策展過程中，除了展出內容應具吸引力外，展覽方式應以簡單、活潑、具趣味性，方能有效吸引觀展者的參與並達到檔案展覽教育文化功能。在此行考察行程中，發現諸多檔案館之展覽活動也具備前述要領策劃展覽，特別是互動技術的導入與運用，充分吸引觀展者的目光，進而參與體驗。



阿姆斯特丹博物館互動體驗-1



阿姆斯特丹博物館互動體驗-2



阿姆斯特丹博物館互動體驗-3



阿姆斯特丹博物館互動體驗-4



阿姆斯特丹博物館互動體驗-5



阿姆斯特丹博物館多語言導覽



阿姆斯特丹市檔案館互動設計-1



阿姆斯特丹市檔案館互動設計-2



阿姆斯特丹市檔案館融合古今設計-1



阿姆斯特丹市檔案館融合古今設計-2

五、應用服務環境安靜舒適

檔案應用服務不僅提供閱覽檔案的空間，也利用這個空間建立與使用者的緊密連結，使用者在這裡找尋所需資訊的線索，進而從線索連結到檔案，更從檔案中滿足資訊需求，所以安靜舒適的檔案閱覽環境，在此行考察的檔案館或圖書館中有了真實的親身體驗。然而使用者付費觀念在荷蘭甚為普及，使用檔案館多有相關收費規定，且各館也都訂有該館之使用者運用檔案之規定。

(附錄 4：阿姆斯特丹市檔案館付費手冊)

(附錄 5：阿姆斯特丹城市檔案館參觀者規則)

(附錄 6：荷蘭皇家圖書館使用規定)

(附錄 7：荷蘭皇家圖書館特別收藏閱覽室使用條件)





六、檔案教育向下扎根

檔案意識的推廣是檔案館的社會文化責任，檔案館除了應致力於促進全民認識檔案，應用檔案，同時更肩負檔案教育向下扎根的重任。阿姆斯特丹市檔案館為了促進學生認識檔案，在館內設立教育特展室，利用檔案元素融入歷史教材，並透過遊戲的方式，在教學過程中建立學生的正確檔案概念。



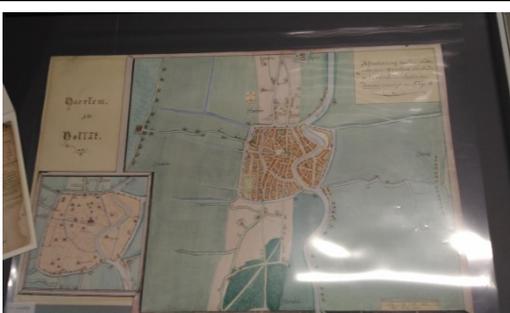
七、致力檔案資訊化

資通訊技術的進步帶動了檔案事業的新發展，特別是數位化影像掃描技術不僅提供檔案典藏的另一種選擇，同時也搭上網路讓檔案服務無遠弗屆，荷蘭諸多檔案館也致力於檔案數位化的建置，希望藉由資通訊技術讓古老的檔案有了新生命。部分檔案館也以便民服務與提升檔案近用原則，受理使用者之個案檔案數位化申請(附錄 8：海牙市檔案館數位化申請手冊)。



八、有關臺灣之歷史檔案豐富

由於臺灣曾經歷荷蘭統治，期間長達百年，荷蘭治臺時期主要是透過東印度公司及宗教方式留下相關紀錄，而這些珍貴檔案在荷蘭的諸多檔案館中都可以發現蹤跡，臺灣亦有多位學者及文史機關曾前往複製相關館藏，荷蘭各檔案館亦表示歡迎本局前往複製相關藏品。

	
<p>荷蘭皇家圖書館關於臺灣之典藏-1</p>	<p>荷蘭皇家圖書館關於臺灣之典藏-2</p>
	
<p>荷蘭皇家圖書館關於臺灣之典藏-3</p>	<p>荷蘭皇家圖書館關於臺灣之典藏-4</p>
	
<p>北荷蘭省檔案館關於臺灣之典藏-1</p>	<p>北荷蘭省檔案館關於臺灣之典藏-2</p>

九、檔案館多元化經營

檔案館雖然是提供知識的場域，但為促進更多人接近檔案，檔案館的多元化經營日漸普及，其中又以引進餐飲業最為風行，此一現象也普遍存在博物館與美術館。由於阿姆斯特丹博物館位於市中心繁華地帶，雖然位處巷弄之內，但在古

色古香的建築氛圍下，檔案館門外的咖啡座總是門庭若市，當人們在古建築中品嚐著現代的咖啡飲品，在煦煦暖陽的照映跟微風輕拂的當下，讓檔案館有了另一種定位。



十、檔案文創初始萌芽

文創產業是近年的新興方向，博物館利用館藏文物進行文創商品開發已行之多年，而且有相當成效，舉凡國外之博物館、美術館皆有具創意之文創商品誕生，國內之博物館亦然；然而檔案能否跟文創建立連結，進而透過文創商品推播檔案意識，是一個有待開發的領域。此次考察行程發現，檔案館在文創開發方面的例子不多，僅有荷蘭國家檔案館以檔案元素或形制為主體，開發一些文創商品並於館內陳列販售，但由於商品選擇有限，其成效尚待觀察，也從而發現檔案文創產業尚處於萌芽階段。



十一、網站與文宣國際化不足

阿姆斯特丹雖然號稱是一個國際化都市，街上行人來自世界各國，但此次造訪各檔案館或圖書館之際發現，這些檔案館都建置官方網站以公布相關資訊，但可惜的是這些網站只提供荷蘭文，唯獨荷蘭國家檔案館之官網提供部分英文資訊；當實地拜訪時，館內提供之簡介資訊、展覽訊息或各式公告，也只有荷蘭文，此一現象對國外參觀者而言是相當不便，也是此行最為訝異之處。

貳、建議

本次經由荷蘭各檔案館之考察參訪，瞭解荷蘭檔案管理及發展概況，以下茲就荷蘭檔案管理與發展可作為本局參考之重點，提供建議如下：

一、 檔案數位化比例宜加速提升

本次參訪荷蘭各檔案館發現其在近 2 年啟動大規模的檔案數位化，除了可有效提升檔案的使用率外，亦可減少檔案原件的損耗，實為現今檔案管理及應用發展之趨勢。檔案可藉由數位化使民眾在任何地方皆可方便取用，使檔案應用不限於單一場所。以掃描數量而言，本局受限於人力、經費等因素，105 年之國家檔案掃描數量為 90 萬頁，比起阿姆斯特丹市檔案館一年 100 萬頁的數量尚有一段差距，建議本局可多方爭取經費，針對重要或民眾需求之檔案優先進行數位化，以提升本局檔案之應用率。

二、 國家檔案資訊網新增申請檔案掃描功能

荷蘭各檔案館之館藏檢索系統設有線上申請檔案掃描的功能，民眾在家中檢索檔案目錄，若所需檔案無線上影像，即可進行線上申請掃描，檔案館會優先掃描民眾所需的檔案，並且在完成之後主動通知使用者於線上存取掃描檔。建議我國可參考相關做法，評估現行經費及人力，於國家檔案資訊網新增該項功能讓使用者可線上申請掃描需要的檔案，讓使用者可彈指之間即可取得所需的資料。

三、 鼓勵私人檔案捐贈

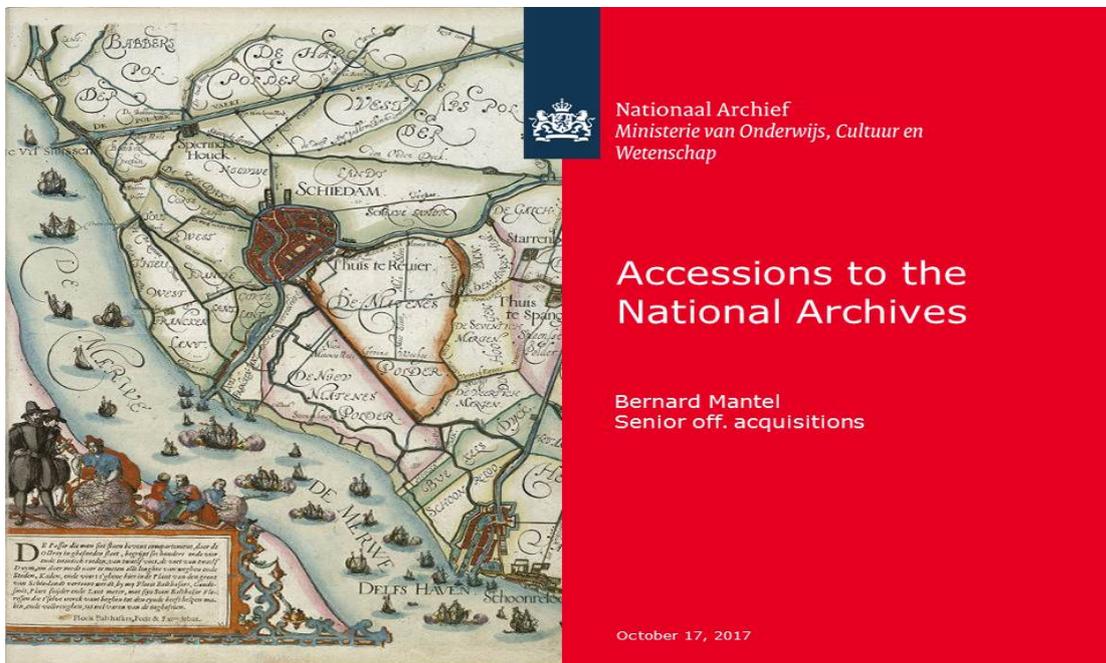
荷蘭之檔案館除管理政府機關檔案外，有極大部分館藏係來自私人檔案之捐贈，類型包羅萬有。我國檔案管理事業因起步較晚，加上檔案法對於檔案之定義較為狹隘，偏重於政府機關檔案，對於私人檔案較少徵集，因而典藏之國家檔案仍偏重於政府機關檔案，雖然近年在本局的努力之下，已有私人文書捐贈之例，如楊威孫先生於 103 年捐贈私人收藏之原始檔案文件，惟私人檔案捐贈仍屬少數，建議本局可建立私人文書捐贈之模式及專門之諮詢管道，藉由模式之建立，使民眾認知本局之職能，建立捐贈者之信賴感，以豐富不同面向之國家檔案主題。

四、 建立檔案教育專題

檔案教育應向下紮根，如北荷蘭省檔案館即針對各學齡層規劃有不同面向之檔案教育專題，藉由使用檔案，進而瞭解檔案，應用檔案，為檔案教育建立相當完善的模式。建議可參考該館相關作法，以檔案設計不同的互動體驗，讓檔案能更普及於各年齡層之教育。目前本局已建立檔案支援教學網，以各種主題結合檔案與教育，並且至學校宣導使用，惟尚難與學生藉由檔案進行實體互動，建議未

來可於國家檔案館建立檔案教育專題活動，藉由與學生之互動，落實檔案教育向下紮根之目標。

附錄 1：荷蘭國家檔案館簡報資料(徵集與應用)



Nationaal Archief
Ministerie van Onderwijs, Cultuur en
Wetenschap

Accessions to the
National Archives

Bernard Mantel
Senior off. acquisitions

October 17, 2017

National Archives: facts and figures

135 km' of documents

6,801 archives / inventories

More than 4,100,000 items in the inventories

About 300,000 maps and drawings

About 14,000,000 photographs

25 new inventories online in 2016

Reading room in 2016:

12,328 visits

114,297 requests for archival materials

Of which 3,536 restricted materials

1,200,000 visitors of the website



3

Accessions to the National Archives | 17 October 2017



From records to archives

Dutch government

- 11 ministries
- 109 other government agencies
- 300 km of paper records
- Unknown amount of digital records

- Transferral of records to the National Archives according to Archive Law 1995
 - After 20 years
 - Good physical condition
 - Well arranged
 - Well accessible

4

Accessions to the National Archives | 17 October 2017



From records to archives

Arranging the records by a third party or the ministry

- Archival appraisal
 - Approximately 10 % will be kept according to 6 criteria:
 - Development of policy
 - Evaluation of policy
 - Accounting policy
 - Organisation of the government
 - Outline of the execution of policy
 - Exceptional events
 - 90 % destroyed
- Making of inventories: entry to the archives

5

Accessions to the National Archives | 17 October 2017



Making archives available to the public

Ministry

- Responsible for the arrangement
 - Bringing the archives in
 - good physical condition
 - Well arranged
 - Well accessible
- Deciding about restrictions

National Archives

- Controlling the inventories
- Control of good physical state
- Advise on the restrictions
- Making inventories available on the website
- Making the archives available for the public

6

Titel van de presentatie | datum



Restrictions

Not all the material can be made public

Yet, the mission statement of the National Archives is:

We serve everyone's right to information and provide insight into the past of our country by:

- Working for strong archival institutions
- managing the national archives collection and present it physically and digitally.



Restrictions

Restrictions can be made on three grounds:

- Privacy
- Interests of the state and its allies
- disproportionate advantage or disadvantage

Leads to discussions with the ministries and other organisations



Acces in the reading room



9

Accessions to the National Archives | 17 October 2017



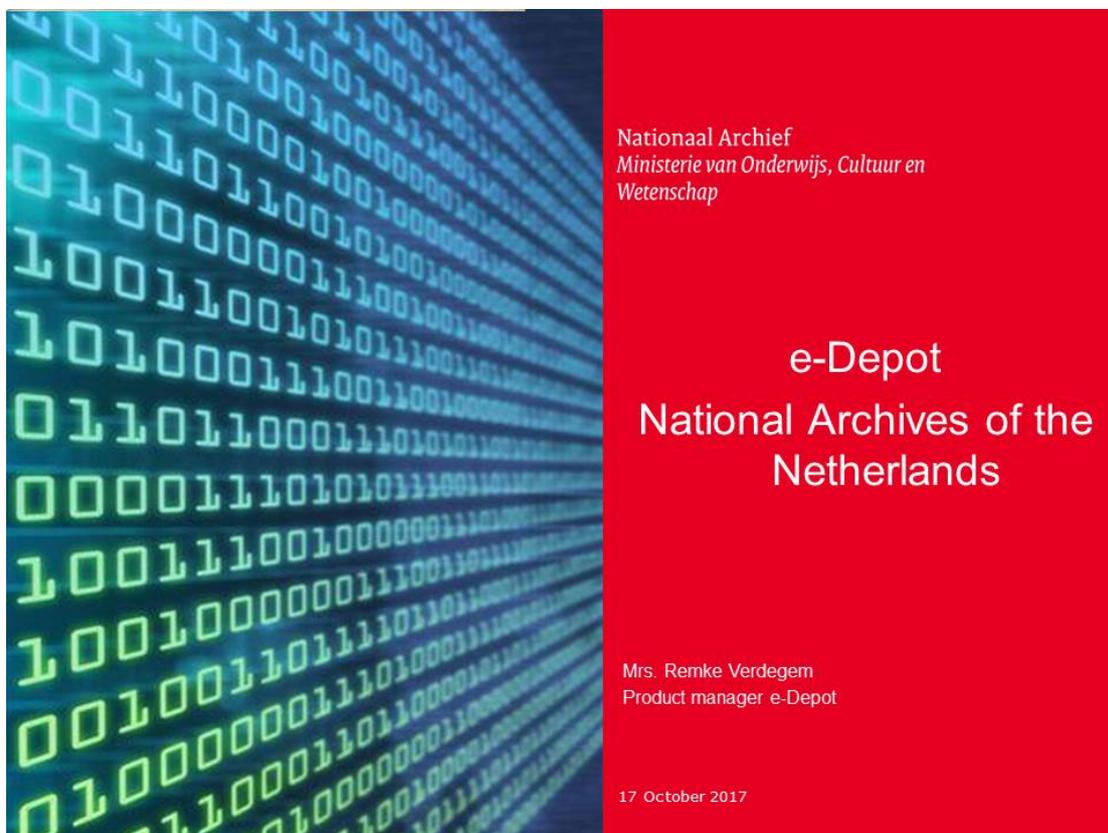
Who wants to see the archives?

- employees of the original organisations
- Accountability of the government: accountants, politicians, citizens
- Historians, journalists, geneologists

10

Accessions to the National Archives | 17 October 2017

附錄 2：荷蘭國家檔案館簡報資料(e-depot)



Subjects in this presentation

1. Our e-Depot in retrospective...
2. Digital challenge
3. Threats to digital objects
4. Functionalities of our e-Depot
5. Wrapping up



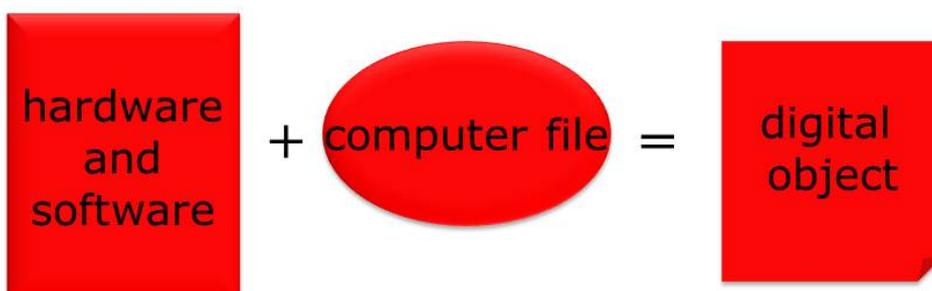
In retrospective...

1999-2000	Functional design of a digital depot; no resources (a clear NoGo!)
2000-2003	Project Digital Preservation Testbed (research project into preservation strategies)
2004-2005	Market research (KB-NL, SAR en TNA)
2005-2006	European tender (won by Sogeti + Tessella)
2006	Start project Realisation "Digitaal Depot"
Nov. 2009	e-Depot life!
2010	Organizational implementation
2011	Developing e-Depot services
2012	Delivering e-Depot services
2012-	Improving/customizing the e-Depot system



Digital challenge

- Technological developments, causing that we cannot guarantee that digital objects being created today using the current computer environments can authentically be rendered in the future!





Threats to digital objects...

4 risks

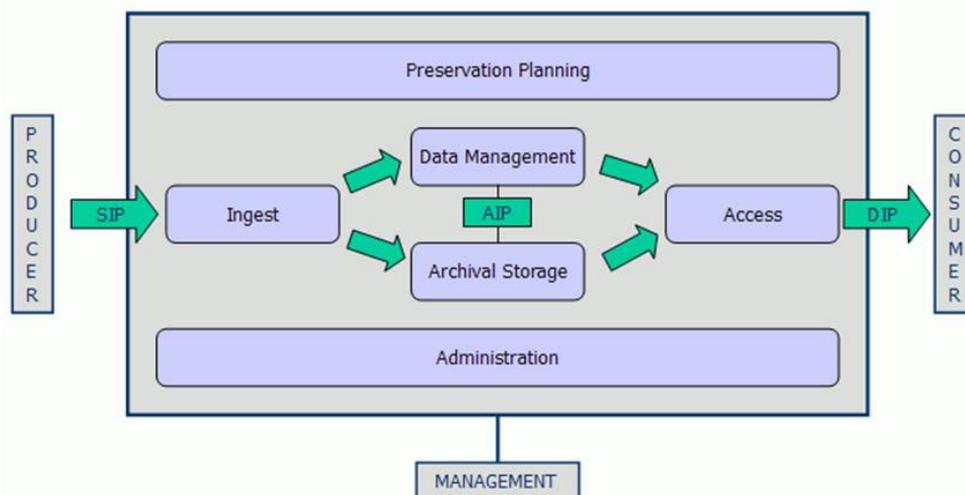
1. The information carrier is no longer readable
2. The bit stream is damaged (bit rot)
3. The file formats are getting obsolete
4. Unable to interpret the data

4 solutions

1. Migrate to managed storage
2. Keep multiple copies and check the integrity of the files
3. Migrate (preferably) to open standards
4. Preserve the documentation



Open Archival Information System (OAIS)





e-Depot National Archives of the Netherlands

- e-Depot; two components
 1. Core of the system (maintained by Preservica, supplier)
 - off-the-shelf
 - shared with more than 120 customers worldwide (cloud version and enterprise version)
 2. Workflows and reports (maintained by NA itself)
 - off-the-shelf
 - customized
 - partly off-the-shelf, partly customized

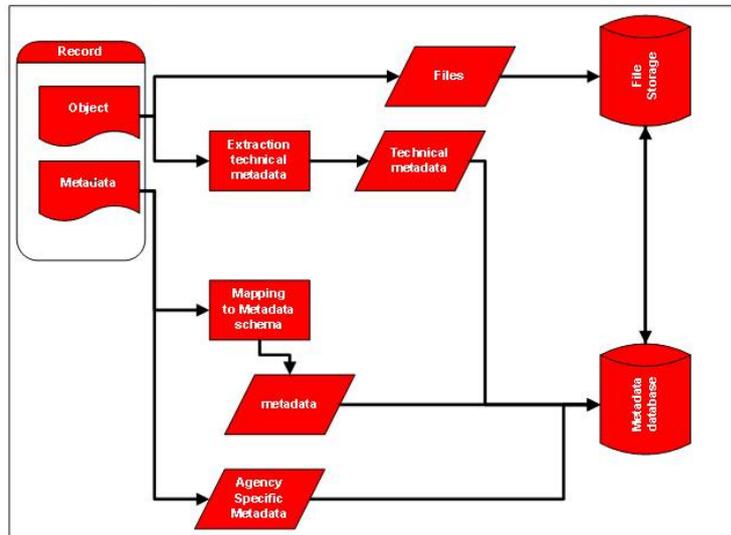


Key functionalities

- Ingest
 - › Transform digital objects (records + metadata) into a 'Submission Information Package' (SIP)
 - › Check the SIP: is it valid, good ordered and accessible for our public
- (Meta-)data management
 - › Check and edit the provenance metadata
 - › Check and edit the technical metadata
- Access
 - › Filter on publicly open records
 - › Make these records accessible on the website
- Preservation
 - › Maintain the digital records through time



Ingesting a digital archive



State	Name	Progress	Started	Finished	Messages
	Select	<div style="width: 100%;"></div>	30.01.17 17:17:00	30.01.17 17:18:57	
	Copy SIP	<div style="width: 100%;"></div>	30.01.17 17:18:57	30.01.17 17:22:10	
	Check archiveIdentification exist in XIP Metadata	<div style="width: 100%;"></div>	30.01.17 17:22:10	30.01.17 17:22:13	
	Archief Validator	<div style="width: 100%;"></div>	30.01.17 17:22:13	30.01.17 17:22:25	
	Identify Metadata Type	<div style="width: 100%;"></div>	30.01.17 17:22:25	30.01.17 17:22:28	
	Transform Metadata	<div style="width: 100%;"></div>	30.01.17 17:22:28	30.01.17 17:24:13	
	Virus Check	<div style="width: 100%;"></div>	30.01.17 17:24:13	30.01.17 17:24:32	
	Metadata Integrity	<div style="width: 100%;"></div>	30.01.17 17:24:32	30.01.17 17:24:37	
	Content Integrity	<div style="width: 100%;"></div>	30.01.17 17:24:37	30.01.17 17:24:43	
	Characterise	<div style="width: 100%;"></div>	30.01.17 17:24:43	30.01.17 17:29:55	View
	Check Collection Addition	<div style="width: 100%;"></div>	30.01.17 17:29:55	30.01.17 17:30:28	
	Save archive identification	<div style="width: 100%;"></div>	30.01.17 17:30:28	30.01.17 17:30:55	
	Fixity Check	<div style="width: 100%;"></div>	30.01.17 17:30:55	30.01.17 17:31:49	
	Transfer Agreement Compliance Check	<div style="width: 100%;"></div>	30.01.17 17:31:49	30.01.17 17:31:52	View
	Encrypted File Check	<div style="width: 100%;"></div>	30.01.17 17:31:52	30.01.17 17:32:07	
	Store Files	<div style="width: 100%;"></div>	30.01.17 17:32:07	30.01.17 17:50:31	
	Store Metadata	<div style="width: 100%;"></div>	30.01.17 17:50:31	30.01.17 17:59:46	
	Store Metadata File	<div style="width: 100%;"></div>	30.01.17 17:59:46	30.01.17 17:59:49	
	Update Search Index	<div style="width: 100%;"></div>	30.01.17 17:59:49	30.01.17 18:01:28	
	Create Memorix File	<div style="width: 100%;"></div>	30.01.17 18:01:28	30.01.17 18:01:58	
	IngestDigitaalArchiefGereedMelder	<div style="width: 100%;"></div>	30.01.17 18:01:58	30.01.17 18:02:01	
	Delete SIP	<div style="width: 100%;"></div>	30.01.17 18:02:01	30.01.17 18:02:43	



Preserve digital records through time

- Preservation starts at the creation of digital records
- Next: characterization (part of the ingest workflow)
- Technology watch: which file formats are threatened by obsolescence?
- Which file formats are stored in our e-Depot?
- Establish the most suitable preservation strategy
- Execute the chosen preservation action (and check result!)



Performance and scalability (1)

1. Virtualized infrastructure
 - Application server
 - Database server
 - File server
 - Jobqueue server (2)
 - UA server
 - CMIS server
2. Red Hat Gluster Storage (formerly known as Red Hat Storage Server; RHSS)
3. Red Hat Enterprise Linux (RHEL)
4. Five environments: DTAP/T -> DEV, TEST, ACPT, PROD and TED



Performance and scalability (2)

5. Approximately 50 tenants (TED and PROD environment)
6. Approximately 850 TB born digital and digitized records in our system
7. We expect to grow to 1,5 PB by the end of 2017
8. Throughput is about 6-7 TB per 24 hours with the current infrastructure

附錄 3：阿姆斯特丹市檔案館借展契約

AZ [registration number]

Contract of loan for use

The following people and legal entities, namely:

[name and address of borrower and, where appropriate, on whose behalf the borrower is acting and in what capacity], hereinafter referred to as the "borrower" on the one hand;

and

Amsterdam City Council, represented in this matter - under the authority of the Mayor of Amsterdam – by Drs M.L. Engelhard, Director of the Amsterdam City Archives, established at Vijzelstraat 32, 1017 HL Amsterdam, entitled to enter into this contract by virtue of the *General Mandate Decision* of 28 May 2002 (no. AB 2002/5681), hereinafter referred to as "Amsterdam City Archives" on the other hand;

have agreed as follows:

Article 1. Loan for use

Amsterdam City Archives lends the items and/or archive documents, as specified in appendix 1 to this contract, for use to the borrower gratis, which the borrower accepts.

Article 2. Term

1. The loan for use is entered into for the following term:
 - a. Loan for use start date: ...
 - b. Loan for use end date: ...
2. If the borrower wants to extend the term of the loan for use as specified in the first paragraph, the borrower must submit a written request to this effect to Amsterdam City Archives in good time but no later than 4 weeks before the end date as specified in paragraph 1 under b.
3. If this request is granted, a supplementary 'contract of extension of loan for use' will have to be prepared before the extension can begin.

Article 3. Purpose

AZ [registration number]

1. The loan for use is entered into for the purpose of presenting the items and/or archive documents, as specified in appendix 1 to this contract, at the exhibition [name of exhibition, exhibition start date and end date].
2. a. [The presentation/the custody and the reference] [is/are] at the following location:
Building's name: ...
Building's address: ...
Town/city: ...
Building's telephone number: ...
b. The contact person at this location is:
Name: ...
Telephone number: ...
E-mail: ...
3. The borrower undertakes not to change the location referred to in paragraph 2 under a unless Amsterdam City Archives gives its written permission.
4. If one or more of the items and/or archive documents, as specified in appendix 1 to this contract, are not exhibited, the borrower must notify Amsterdam City Archives immediately. In consultation with Amsterdam City Archives the items and/or archive documents concerned will be returned to Amsterdam City Archives by the borrower possibly before the end date of the loan for use as specified in this contract in article 2, paragraph 1 under b.
5. The borrower undertakes not to transfer or hand over the items and/or archive documents, as specified in appendix 1 to this contract, to third parties.

Article 4. Use

1. The items and/or archive documents, as specified in appendix 1 to this contract, must be exhibited in the condition in which Amsterdam City Archives provides them to the borrower.
2. Amsterdam City Archives will charge the borrower € 125,- for each item and/or archive document in loan.
3. If restoration and/or preservation work is needed in order to exhibit the items and/or archive documents being lent for use, as specified in appendix 1 to this contract, and if this work is not necessary for proper and efficient stewardship of these items and/or archive documents by Amsterdam City Archives, the costs for this work will be charged to the borrower.
4. The conditions in which the items and/or archive documents, as specified in appendix 1 to this contract, are exhibited by the borrower must meet the following requirements:
 - the relative humidity of the air to which the items and/or archive documents are exposed may not be greater than 55% and not less than 40%,
 - the temperature to which the items and/or archive documents are exposed may not be less than 18°C and not greater than 21°C,
 - the light intensity to which the items and/or archive documents are exposed may not be greater than 50 lux per item or archive document,

AZ [registration number]

- the ultraviolet radiation to which the items and/or archive documents are exposed may not be greater than 75 microwatts per lumen,
 - the items and/or archive documents must be protected from the effects of harmful substances, vermin and moulds.
5. Amsterdam City Archives and/or people authorized by Amsterdam City Archives for the purpose are entitled at any time to inspect the items and/or archive documents, as specified in appendix 1 to this contract, and to see to it that these items and/or archive documents are being looked after and presented by the borrower properly.
 6. The borrower is not permitted to reproduce the items and/or archive documents, as specified in appendix 1 to this contract, unless this contract stipulates otherwise.
 7. The borrower must state the name of Amsterdam City Archives as *Amsterdam City Archives* in all information intended for the public, such as in catalogues or on text boards.
 8. The borrower undertakes to send Amsterdam City Archives one copy of the exhibition catalogue free of charge. The person specified in article 10 of this contract acts as contact person on behalf of Amsterdam City Archives in this regard to this obligation.
 9. If the items and/or archive documents, as specified in appendix 1 to this contract, are not used by the borrower for the purpose for which Amsterdam City Archives lent them for use, as specified in article 4 of this contract, or if they are used in any other way not in accordance with the stipulations of this contract, Amsterdam City Archives reserves the right to demand that the borrower returns these items and/or archive documents immediately and irrevocably.

Article 5. Issue, receipt and collection

1. The issue of the items and/or archive documents, as specified in appendix 1 to this contract, by Amsterdam City Archives takes place on the loan for use start date as specified in article 2 of this contract, paragraph 1 under a.
2. If the condition of one or more items and/or archive documents, as specified in appendix 1 to this contract, does not permit transport or a stay elsewhere than in Amsterdam City Archives, Amsterdam City Archives may refuse to issue it or them, even after this contract has been entered into.
3. The collection of the items and/or archive documents, as specified in appendix 1 to this contract, from the borrower by Amsterdam City Archives takes place on the loan for use end date as specified in article 2 of this contract, paragraph 1 under b, unless this end date has been changed because of an extension, in which case the collection takes place on the end date as specified in the 'contract of extension of loan for use' drawn up for the purpose.
4. When the items and/or archive documents, as specified in appendix 1 to this contract, are collected by Amsterdam City Archives from the borrower, the items and/or archive documents must be in the same condition as they were in when they were issued by Amsterdam City Archives to the borrower.

AZ [registration number]

5. When the items and/or archive documents, as specified in appendix 1 to this contract, are issued and collected both parties sign in duplicate for receipt or issue.

Article 6. Transport

1. The transport of the items and/or archive documents, as specified in appendix 1 to this contract, during both the outward and return journeys is in a vehicle and/or by air and under the responsibility of the borrower.
2. Amsterdam City Archives states how the items and/or archive documents, as specified in appendix 1 to this contract, are to be packed and the transport conditions relating to them to and from the borrower.
3. When they are returned the items and/or archive documents, as specified in appendix 1 to this contract, must be packed in the same way as they were when issued by Amsterdam City Archives to the borrower.
4. Any costs arising out of the transport of the items and/or archive documents, as specified in appendix 1 to this contract, will be borne by the borrower.
5. Amsterdam City Archives reserves the right in special cases to supervise the transport of the items and/or archive documents, as specified in appendix 1 to this contract, at the expense of the borrower.

Article 7. Insurance

1. The items and/or archive documents, as specified in appendix 1 to this contract, must be insured for the monetary value stated by Amsterdam City Archives, as specified in appendix 1 to this contract, by nail-to-nail insurance taken out and paid for by the borrower that is valid during the outward and return journeys and during the term of the loan for use as specified in article 2, paragraph 1.
2. If a supplementary 'contract of extension of loan for use' has been drawn up and agreed, the term of the loan for use referred to in the first paragraph is extended until the loan for use end date as specified in the 'contract of extension of loan for use'.
3. The borrower must take out and pay for 'all-risk' insurance of the items and/or archive documents, as specified in appendix 1 to this contract, from the moment that the items and/or archive documents are removed from their place in Amsterdam City Archives up to and including the moment that they are back in their place in Amsterdam City Archives or a place designated by Amsterdam City Archives.

Article 8. Security, loss and damage

1. The borrower undertakes to take all measures in accordance with article 6.2 of the *Museum Professional Standards* of the Netherlands Museums Association to protect the items and/or archive documents, as specified in appendix 1 to this contract, against fire, burglary, theft, loss and damage.

AZ [registration number]

2. The borrower must notify Amsterdam City Archives immediately in the event of the loss or damage of one or more of the items and/or archive documents, as specified in appendix 1 to this contract.
3. In some cases a condition report has to be prepared before the items and/or archive documents are handed over to the borrower. This report must be signed by both parties.
4. The costs of repairing defects and/or damage to the items and/or archive documents, as specified in appendix 1 to this contract, other than those caused by the ravages of time, will be borne by the borrower.
5. If Amsterdam City Archives and the borrower cannot agree about the magnitude of the costs, an independent third party is asked, with the agreement of both Amsterdam City Archives and the borrower, to prepare a cost estimate at the expense of the borrower that is binding on both parties.
6. The loan for use or compliance with the stipulations referred to above or any other stipulations specified in this contract cannot create any rights to restitution or compensation for the borrower in respect of loss or damage that has already or has yet to be sustained, irrespective of the cause of the loss or damage.

Article 9. Contract term

1. This contract is entered into for the term as specified in article 2, paragraph 1 of this contract.
2. If the said loan for use end date, as specified in article 2 of this contract, paragraph 1 under b has been changed because of an extension, the end date as specified in the 'contract of extension of loan for use' is also applicable to this contract.
3. Both the borrower and Amsterdam City Archives declare that they realize that, by signing this contract, they are only entering into a 'preliminary contract' because the loan for use start date, as specified in article 2, paragraph 1 under a, is the date on which the actual contract of loan for use is definitively entered into by the handing over of the items and/or archive documents, as specified in appendix 1 to this contract, by Amsterdam City Archives to the borrower.
4. Irrespective of the stipulations of this contract, Amsterdam City Archives may demand the immediate and irrevocable return by the borrower of all items and/or archive documents associated with the loan for use, as specified in appendix 1 to this contract, at any time and without stating reasons.

Article 10. Contact people

1. The following person is the contact person on behalf of Amsterdam City Archives with regard to the current contract:
Name: M. Manuputty
Telephone number: +31 (0)6 30131990
E-mail: mmanuputty@stadsarchief.amsterdam.nl
Postal address: Amsterdam City Archives

AZ [registration number]

P.O. Box 51140
1007 EC Amsterdam
Netherlands

2. The following person is the contact person on behalf of the borrower with regard to the current contract:
- Name: ...
Telephone number: ...
E-mail: ...
Postal address: ...

Article 11. Applicable law, settling disputes

1. This agreement is governed by and interpreted in accordance with the law of the Netherlands.
2. In the event of a dispute about the execution of this contract, the parties will try to resolve it through amicable consultation.
3. If the parties are not successful in this, they will submit the dispute to a mediator.
4. If mediation does not produce a solution or if one of the parties does not acquiesce in or implement the decision of the mediator, either party submits the dispute to the civil court in the district of Amsterdam.

Thus agreed upon and drawn up in duplicate in

Place:

Amsterdam, - -

Date: - -

.....

[Name of borrower / possibly name of representative]

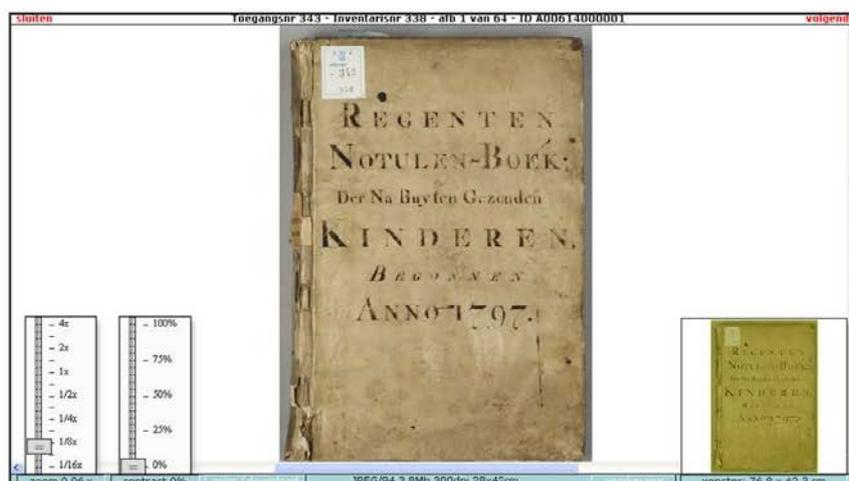
.....

Drs M.L. Engelhard,
Director of Amsterdam City Archives

附錄 4：阿姆斯特丹市檔案館付費手冊

Archiefbank

Manual



Setting up a user account

Buying scans

Scan credits

Payment methods

Portfolio

Viewing, downloading and printing scans

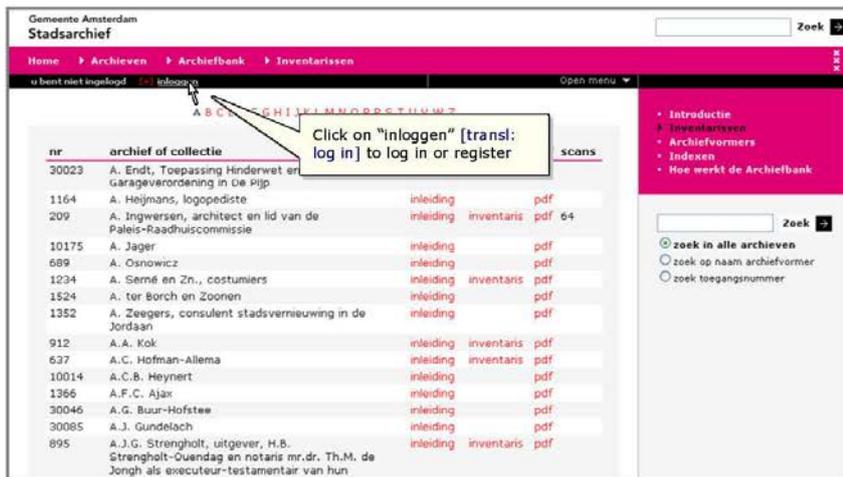
Requesting digitizing

Version 1.1
Update March 2008

1. Setting up an Archiefbank account

Before you can buy scans you have to set up an Archiefbank account. This account allows you to log in from anywhere with an internet connection and view your scans and / or scan credit balance.

You can set up a new account using the log-in function in the Archiefbank.



The screenshot shows the Archiefbank website interface. At the top, there is a navigation bar with 'Home', 'Archieven', 'Archiefbank', and 'Inventarissen'. Below this, a search bar and a 'Zoek' button are visible. The main content area displays a list of archival records with columns for 'nr', 'archief of collectie', and 'scans'. A callout box points to the 'inloggen' button in the top navigation bar, with the text: 'Click on "inloggen" [transl: log in] to log in or register'. On the right side, there is a sidebar with a search bar and several radio button options: 'zoek in alle archieven', 'zoek op naam archiefvormer', and 'zoek toegangsnummer'.

After you click on 'log in', a window opens so that you can log in and / or set up a new account. To set up an account select 'I want to register now'.



The screenshot shows the 'Inloggen' (Login) window. It features two radio button options: 'Ik heb al een gebruikersnaam en wachtwoord' (selected) and 'Ik ben al geregistreerd maar ben mijn wachtwoord kwijt' (with a sub-option 'ik wil mij nu registreren'). A callout box points to the 'ik wil mij nu registreren' option, with the text: 'To register select "ik wil mij nu registreren" [transl: I want to register now]'. Below the options are buttons for '<< Afbreken' and 'Doorgaan >'. The background shows a blurred view of the website's record list.

After you click on 'I want to register' now, the form opens for setting up a new account

Enter your basic details in this form.

Inloggen

Ik heb al een gebruikersnaam en wachtwoord
 Ik ben al geregistreerd maar ben mijn wachtwoord kwijt
 Ik wil mij nu registreren

voornaam: First name

achternaam: Surname

geslacht: Sex: options: → "man" [trans.: male] or "vrouw" [trans.: female]

woonplaats: Typ de naam van uw woonplaats: Place of residence
 of maak een keuze hieronder: Or select your place of residence from a list of options (Dutch)

email of mobiele telefoon: een door de computer aangemaakt wachtwoord zal naar dit adres of telefoonnummer gestuurd worden: E-mail address or mobile phone number

gebruikersnaam: Kies een makkelijk te onthouden gebruikersnaam: User name

geboortedatum: Vrijblijvend, maar wel vereist indien u uw wachtwoord kwijt zou raken: Date of birth (Day, month, year)

! A user name is not the same as a password. You choose your own user name; the password is generated by the Archiefbank and e-mailed to you after registration. You need both to log in to the Archiefbank.

! If you register using a mobile phone number all communication will be made by SMS. There are no connection costs to you. However please be aware that messages are short and in Dutch.

! There is no obligation to fill in your date of birth. However you need this information if you have forgotten your password and want to get it sent to you again automatically.

Example of a completed registration form

Gemeente Amsterdam
Stadsarchief

Home Archieven Archiefbank Inventarissen

u bent niet ingelogd Inloggen

A B C D E F G H I J K L M N O

nr **archief of collectie**

30023 A. Endt, Toepassing Hinderwet en Garageverordening in De Pijp

1164 A. Heijmans, logopediste

209 A. Ingwersen, architect en lid van de Paleis-Raadhuiscommissie

10175 A. Jager

689 A. Oshowicz

1234 A. Serné en Zn., costumiers

1524 A. ter Borch en Zoonen

1352 A. Zeegers, consulent stadsvernieuwing in Jordaan

912 A.A. Kok

637 A.C. Hofman-Allema

10014 A.C.B. Heynert

1366 A.F.C. Ajax

30046 A.G. Buur-Hofstee

30085 A.J. Gundelach

895 A.J.G. Strengholt, uitgever, H.B. Strengholt-Ouendag en notaris mr.dr. Th.M. Jongh als executeur-testamentair van hun nalatenschap

10017 A.M.J. Hendrichs

30055 A.M.S. M831 (Army Military Survey), kaarts Holland 1:25.000

10102 A.P.W. van Dalsum

1562 A.S. de Haas/H.J. Schoo/G. Huppel/L. Cluyt

30157 A.T.C. Donald Duck

343 Aalmoedzorgers - sinds 1682 regeenten van het

Inloggen

Ik heb al een gebruikersnaam en wachtwoord
 Ik ben al geregistreerd maar ben mijn wachtwoord kwijt
 Ik wil mij nu registreren

voornaam: Marc

achternaam: Hofman

geslacht: man

woonplaats: Noord-Holland > Haarlem (gem) > Haarlem (stad)
Haarlem

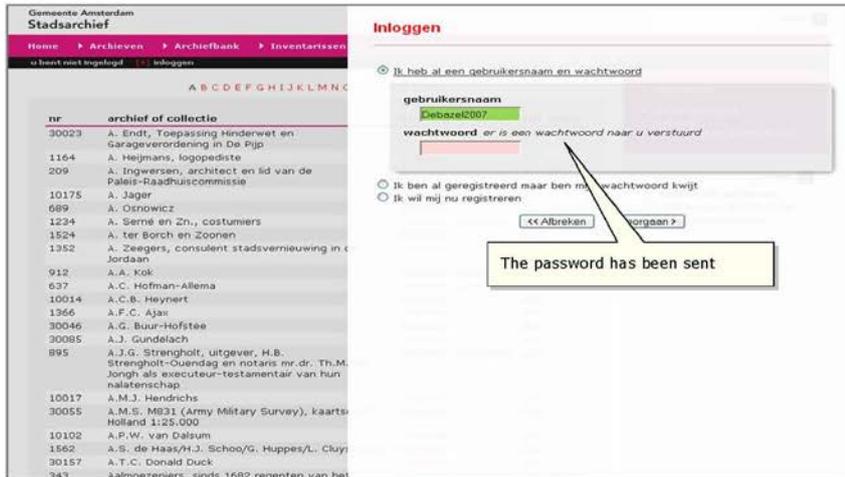
email of mobiele telefoon: een door de computer aangemaakt wachtwoord zal naar dit adres of telefoonnummer gestuurd worden
mhofman@xs4all.nl

gebruikersnaam: 'debezel2007' is available
debezel2007

geboortedatum: Vrijblijvend, maar wel vereist indien u uw wachtwoord kwijt zou raken
dag 07 maand dec jaar 1973

After entering all your details, hit "doorgaan" [transl: proceed]

The registration has been completed and a password has been sent



Your password is sent to your e-mail address or mobile phone number



! Some spam filters are so strong that e-mails that are generated automatically are recognized as spam and end up in the junk mail folder. **If you have not received a password a few minutes after registration** please check your junk mail folder.

You can now enter your new password and log in to your new account in the Archiefbank

The screenshot shows the login page of the Archiefbank. The page title is 'Inloggen'. There are two radio buttons: one selected for 'Ik heb al een gebruikersnaam en wachtwoord' and another for 'Ik ben al geregistreerd maar ben mijn wachtwoord kwijt'. The first option has input fields for 'gebruikersnaam' (username) and 'wachtwoord' (password). The second option has a 'registreren' button. There are also '<< Abbreken' and 'Doorgaan >>' buttons. Annotations point to these elements with the following text:

- '[Transl: I already have a username and password]' points to the first radio button.
- '[Transl: password]' points to the password input field.
- '[Transl: username]' points to the username input field.
- 'Enter your password' points to the password input field.
- 'After entering your password click "doorgaan" [transl: proceed]' points to the 'Doorgaan' button.

On the left side of the page, there is a table with the following data:

nr	archief
30023	A. Endt, Garage
1164	A. Heijmans, logopediste
209	A. Ingwersen, architect en lid van de Paleis-Raadhuiscommissie
10175	A. Jager
689	A. Osnowicz
1234	A. Serné en Zn., costumiers
1524	A. ter Borch en Zoonen
1352	A. Zeegers, consulent stadsvernieuwing in de Jordaan
912	A.A. Kok
637	A.C. Hofman-Allema
10014	A.C.B. Heynert
1366	A.F.C. Ajax
30046	A.G. Buur-Hofstee
30085	A.J. Gundelach
895	A.J.G. Strengholt, uitgever, H.B. Strengholt-Ouendag en notaris mr.dr. Th.M. de Jongh als executeur-testamentair van hun

Logged in to your new account

The screenshot shows the dashboard of the Archiefbank after logging in. The page title is 'Stadsarchief'. The user is logged in as 'debaezel2007'. There is a 'u bent ingelogd als debaezel2007' notification and an 'uitloggen' button. A search bar is visible at the top right. The main content area shows a table with the following data:

	inleiding	inventaris	pdf	scans
209	inleiding	inventaris	pdf	64
10175	inleiding	inventaris	pdf	
689	inleiding	inventaris	pdf	
1234	inleiding	inventaris	pdf	
1524	inleiding	inventaris	pdf	
1352	inleiding	inventaris	pdf	
912	inleiding	inventaris	pdf	
637	inleiding	inventaris	pdf	
10014	inleiding	inventaris	pdf	
1366	inleiding	inventaris	pdf	
30046	inleiding	inventaris	pdf	
30085	inleiding	inventaris	pdf	
895	inleiding	inventaris	pdf	

Annotations point to the 'uitloggen' button with the text: 'To logout, click "uitloggen" [Transl: logout]'. Another annotation points to the user name 'debaezel2007' with the text: 'You are logged in [transl: you are logged in as your username]'. On the right side, there is a sidebar with a search bar and a list of menu items: 'Introductie', 'Inventarissen', 'Archiefvormers', 'Indexen', and 'Hoe werkt de Archiefbank'. Below the menu items, there are search options: 'zoek in alle archieven' (selected), 'zoek op naam archiefvormer', and 'zoek toegangsnummer'.

2. Buying scans

Searching in the Archiefbank's systems and viewing scans in thumbnail (or mini-image) quality is free. Fees are charged for viewing, downloading and printing scans in readable quality.

The payment window opens when you click on a thumbnail from one of the systems in the Archiefbank.

You are then able to purchase the scan you have clicked on or all scans in an inventory number, or see your scan credits balance. For scan credits please refer to the full explanation in the relevant section of this manual.

! Scans you buy from the Archiefbank are not e-mailed, put on to CD or supplied in hard copy. After purchase you will get access to view the scan(s) concerned in the document viewer from which you can make downloads in PDF format yourself. For a full explanation please refer to section X: viewing, downloading and printing.

A. Buying scans from an inventory number

Example of a search result. If an inventory number has been digitized, thumbnails (or: mini images) of the scans of the relevant inventory number are shown.

Gemeente Amsterdam
Stadsarchief

Home > Archieven > Archiefbank

u bent ingelogd als mholtsman | uitloggen

Open menu

u heeft nog 66 credits over

Archief van A. Ingwersen, architect en lid van de Paleis-Raadhuisc commissie

- (+) Inleiding
- ▶ Inventaris
- (-) printversie

- Introductie
- Inventarissen
- Archiefvormers
- Indexen
- Hoe werkt de Archiefbank

1 Samenstelling van de commissies; notulen en bijlagen van denotulen van die commissies; convocaties etc. (+) aanvragen

2 Stukken betreffende de stalen ramen in het Paleis op de Dam. 64 scans (+) kopen

3 Tekeningen betreffende het Paleis Raadhuis (+) annuleren

4 Raadhuis. (+) aanvragen

5 G. Raadhuis van het nieuwe (+) aanvragen

Thumbnails of all scans of the digitized inventory number

You can view all thumbnails if you scroll down

! An inventory number is always digitized in its entirety, so what you see are always all the documents in the inventory number in question. However you do not have to buy the complete inventory number. This also applies if the inventory number is digitized at your request.

Hovering the cursor over a thumbnail shows a somewhat larger version of the thumbnail. Clicking on this thumbnail opens the payment window.

Gemeente Amsterdam
Stadsarchief

Home > Archief > Archiefbank

u bent ingelogd als mholtzman [+/-] uitloggen

Open menu

u heeft nog 98 credits over

**Archief van A. Ingwersen, architect
Paleis-Raadhuyscommissie**

[-] printversie

1 Samenstelling van de commissie en bijlagen van het Paleis op de Raadhuys.

2 Stukken betreffende het Paleis op de Raadhuys.

JPEG 1.5Mb 72dpi 78x99cm

3 Tekeningen betreffende het Paleis Raadhuys. [+/-] annuleren

4 Stukken betreffende de prijsvraag voor het nieuwe Raadhuys. [+/-] aanvragen

5 Gemeentebladen betreffende de prijsvraag en de bouw van het nieuwe Raadhuys. [+/-] aanvragen

zoek in alle archieven
zoek op naam archiefvormer
zoek toegangsnummer
zoek in deze inventaris

! If you have scan credits the payment window will not open after you click on the thumbnail. For more information please see the section on scan credits.

You are then able to choose from three products in the payment window: the selected scan only, the complete inventory number or the scan credit balance.

Gemeente Amsterdam
Stadsarchief

Betalen

Indien u meerdere scans wilt is het verstandig om hier "Scantegoed" te kiezen: u betaalt dan maar 1 keer transactiekosten, en u krijgt korting die kan oplopen tot 50%. Scantegoed werkt net als beltegoed: u koopt nu maar kunt later besteden. Uw tegoed blijft een jaar lang geldig.

aantal	product	p/st	prijs
<input type="radio"/>	Toegangsnr 209 - Inventarisnr 2 - afb 3 van 64	€ 0,500	€ 0,50
<input checked="" type="radio"/>	Toegangsnr 209 - Inventarisnr 2 - 64 afbeeldingen	€ 0,393	€ 25,15
<input type="radio"/>	Scantegoed	€ 0,490	€ 0,98
<input checked="" type="checkbox"/>	Lidmaatschap Archiefbank 6 maanden	€ 0	€ 0

betalwijze

betalwijze	kosten
<input type="radio"/> Handmatige overboeking per bank of giro	€ 2,50
<input checked="" type="radio"/> Betalen via Internet Bankieren (IDEAL) of Creditcard	€ 2,50

Totaal € 27,65

<< Afbreken Volgende >>

Total amount

You purchase only the scan that you clicked on

You purchase the entire inventory number (standard). 64 scans in this example

You purchase scan credit. For more information, see the chapter on "scan credit"

Price per scan: the more scans you purchase, the cheaper they are per piece

! You will receive 6 months' free membership of the Archiefbank with each purchase. This membership guarantees that you will have access during this period to the document viewer for the scans you purchased and you may then download the scans as often as you want to. At the end of this 6 months period the membership is extended automatically (and at no cost), but the guarantee of access to the viewer and download functions expires.

Hovering the cursor over a thumbnail shows a somewhat larger version of the thumbnail. Clicking on this thumbnail opens the payment window.

Gemeente Amsterdam
Stadsarchief

Home > Archief > Archiefbank

u bent ingelogd als mholtzman [+/-] uitloggen

Open menu

u heeft nog 98 credits over

Archief van A. Ingwersen, architect Paleis-Raadhuiscmissie

Name of the scan

A slightly larger thumbnail. Click on this thumbnail in order to open the payment window.

Technical details of the scan

JPEG 1.5Mb 724p 78x99cm

1 Samenstelling commissie
2 Stukken
3 Tekeningen betreffende
4 Stukken
5 Gemeentebladen

[+/-] printversie

[+] annuleren
[+] aanvragen
[+] aanvragen

Introductie
Inventarissen
Archiefvormers
Indexen
Hoe werkt de Archiefbank

Zoek

zoek in alle archieven
zoek op naam archiefvormer
zoek toegangsnummer
zoek in deze inventaris

! If you have scan credits the payment window will not open after you click on the thumbnail. For more information please see the section on scan credits.

You are then able to choose from three products in the payment window: the selected scan only, the complete inventory number or the scan credit balance.

Gemeente Amsterdam
Stadsarchief

Betalen

Indien u meerdere scans wilt is het verstandig om hier "Scantegoed" te kiezen: u betaalt dan maar 1 keer transactiekosten, en u krijgt korting die kan oplopen tot 50%. Scantegoed werkt net als beltegoed: u koopt nu maar kunt later besteden. Uw tegoed blijft een jaar lang geldig.

aantal	product	p/st	prijs
<input type="radio"/>	Toegangsnr 209 - Inventarisnr 2 - afb 3 van 64	€ 0,500	€ 0,50
<input checked="" type="radio"/>	Toegangsnr 209 - Inventarisnr 2 - 64 afbeeldingen	€ 0,393	€ 25,15
<input type="radio"/>	Scantegoed	€ 0,490	€ 0,98
<input checked="" type="checkbox"/>	Lidmaatschap Archiefbank 6 maanden	€ 0	€ 0

betalwijze

betalwijze	kosten
<input type="radio"/> Handmatige overboeking per bank of giro	€ 2,50
<input checked="" type="radio"/> Betalen via Internet Bankieren (IDEAL) of Creditcard	€ 2,50

Totaal € 27,65

<< Afbreken Volgende >>

Total amount

You purchase only the scan that you clicked on

You purchase the entire inventory number (standard). 64 scans in this example

You purchase scan credit. For more information, see the chapter on "scan credit"

Price per scan: the more scans you purchase, the cheaper they are per piece

! You will receive 6 months' free membership of the Archiefbank with each purchase. This membership guarantees that you will have access during this period to the document viewer for the scans you purchased and you may then download the scans as often as you want to. At the end of this 6 months period the membership is extended automatically (and at no cost), but the guarantee of access to the viewer and download functions expires.

B. Buying scans from the genealogical search systems (indexes)

As the purchasing of scans using the Family Cards and Market Cards indexes works in exactly the same way, this manual confines itself to screen examples from the Family Cards.

Search result after searching in the Family Cards index.

Gemeente Amsterdam
Stadsarchief

Home > Archieven > Archiefbank > Indexen

u bent ingelogd als debazel2007 uitloggen

Gezinskaarten (1893 - 1939)

Voorletters:
Tussenvoegsel:
Achternaam:
Geboortedatum: D M J

zoek

voorf	tussenv	naam	geb.datum	afbeelding
A.		Bakker	23-1-1910	ja
A.		Bakker	15-9-1908	ja
A.		Bakker	25-1-1894	ja
A.		Bakker	6-2-1895	ja
A.		Bakker	23-9-1898	ja
A.		Bakker	29-1-1900	ja
A.		Bakker	17-2-1914	ja
A.		Bakker	7-10-1853	ja
A.		Bakker	27-12-1892	nee
A.		Bakker	1-5-1906	nee
			20-3-1865	ja

"Afbeelding "ja" [transl. image "yes"] means that there are one or more scans available

Click on a result line in order to open the thumbnails of the scan(s)

Some result lines have been opened in order to view the corresponding thumbnails.

Gemeente Amsterdam
Stadsarchief

Home > Archieven > Archiefbank > Indexen

u bent ingelogd als debazel2007 uitloggen

Gezinskaarten (1893 - 1939)

Voorletters:
Tussenvoegsel:
Achternaam:
Geboortedatum: D M J

zoek

voorf	tussenv	naam	geb.datum	afbeelding
A.		Bakker	23-1-1910	ja
A.		Bakker	15-9-1908	ja
A.		Bakker	25-1-1894	ja
A.		Bakker	6-2-1895	ja

Thumbnails (or: mini images). Use the mouse to move the cursor to a thumbnail if you want to see a slightly larger version of a thumbnail

Hovering the cursor over a thumbnail shows a somewhat larger version of the thumbnail. Clicking on this thumbnail opens the payment window.

Voorletters:
 Tussenvoegsel:
 Achternaam:
 Geboortedatum: D M J

zoek

voori.	tussenv.	naam	geb.datum
A.		Bakker	23-1-1910
A.		Bakker	15-9-1908
A.		Bakker	25-1-1894
A.		Bakker	6-2-1895
A.		Bakker	23-9-1898
A.		Bakker	29-1-1900
A.		Bakker	17-2-1914
A.		Bakker	7-10-1853
A.		Bakker	27-12-1892
A.		Bakker	1-5-1906
A.		Bakker	20-3-1865
A.		Bakker	4-2-1870

Name of the scan

A slightly larger version of the thumbnail. Click on this thumbnail in order to open the payment window

Technical details of the scan

• Doopregisters
 • Begraafregisters
 • Kwijtscheldingen
 • Huiszittenhuizen

In the payment window you can then choose from 2 products: the selected scan only or the scan credit balance.

Voorletters:
 Tussenvoegsel:
 Achternaam:
 Geb.d:

Betalen

Indien u meerdere scans wilt is het verstandig om hier "Scantegoed" te kiezen: u betaalt dan maar 1 keer transactiekosten, en u krijgt korting die kan lopen tot 50%. Scantegoed werkt net als beltegoed: u koopt nu maar kunt later besteden. Uw tegoed blijft een jaar lang geldig.

aantal	produkt	p/st	prijs
1	Toegangnr. A. Bakker 15-9-1908 - Inventarisnr. - afb. 1 van 2	€ 0,500	€ 0,50
2	Scantegoed	€ 0,490	€ 0,98
1	Lidmaatschap Archiefbank 6 maanden	€ 0	€ 0

betaalwijze kosten

Handmatige overboeking per bank of giro € 2,00

Betalen via Internet Bankieren (IDEAL) of Creditcard € 3,00

Totaal € 3,00

<< Afreken >> Volgende >

You purchase *only the scan that you clicked on*

You purchase *scan credit*. For more information, see the chapter on scan credits

Total amount

! At the moment it is not possible to purchase more than one scan—for example the front and back of a document—as a product. If you want to purchase more than one scan the best thing to do is select 'buy scan credits'. After payment, you can use this scan credit balance to view the scans in question. Read more about scan credits in the relevant section.

! You will receive 6 months' free membership of the Archiefbank with each purchase. This membership guarantees that during this period you will have access to the document viewer for the scans you purchased and you may then download the scans as often as you want to. At the end of this 6 months period the membership is extended automatically (and at no cost), but the guarantee of access to the viewer and download functions expires.

Hovering the cursor over a thumbnail shows a somewhat larger version of the thumbnail. Clicking on this thumbnail opens the payment window.

Voorletters
 Tussenvoegsel
 Achternaam
 Geboortedatum D M J

voorf	tussenv	naam	geb_datum
A.		Bakker	23-1-1910
A.		Bakker	15-9-1908
A.		Bakker	25-1-1894
A.		Bakker	6-2-1895
A.		Bakker	23-9-1898
A.		Bakker	29-1-1900
A.		Bakker	17-2-1914
A.		Bakker	7-10-1853
A.		Bakker	27-12-1892
A.		Bakker	1-5-1906
A.		Bakker	20-3-1865
A.		Bakker	4-2-1870

Name of the scan

A slightly larger version of the thumbnail. Click on this thumbnail in order to open the payment window

Technical details of the scan

In the payment window you can then choose from 2 products: the selected scan only or the scan credit balance.

Betalen

Indien u meerdere scans wilt is het verstandig om hier "Scantegoed" te kiezen: u betaalt dan maar 1 keer transactiekosten, en u krijgt korting die kan oplopen tot 50%. Scantegoed werkt net als beltegoed: u koopt nu maar kunt later besteden. Uw tegoed blijft een jaar lang geldig.

aantal	produkt	p/st	prijs
<input type="radio"/>	Toegangsre A. Bakker 15-9-1908 - Inventarisnr. - afb. 1 van 2	€ 0,500	€ 0,50
<input type="radio"/>	Scantegoed	€ 0,490	€ 0,98
<input checked="" type="checkbox"/>	Lidmaatschap Archiefbank 6 maanden	€ 0	€ 0

You purchase only the scan that you clicked on

You purchase scan credit. For more information, see the chapter on scan credits

Total amount

! At the moment it is not possible to purchase more than one scan—for example the front and back of a document—as a product. If you want to purchase more than one scan the best thing to do is select 'buy scan credits'. After payment, you can use this scan credit balance to view the scans in question. Read more about scan credits in the relevant section.

! You will receive 6 months' free membership of the Archiefbank with each purchase. This membership guarantees that during this period you will have access to the document viewer for the scans you purchased and you may then download the scans as often as you want to. At the end of this 6 months period the membership is extended automatically (and at no cost), but the guarantee of access to the viewer and download functions expires.

C. Buying scans from the baptismal register index

Example of a search result after searching in the baptismal register index. Moving the cursor over an entry opens a box showing additional text information plus the thumbnail(s) of the scanned page in question.

4.647 namen, toont eerste 50

Klik op een naam om de inschrijving aan uw selectie toe te voegen. De inschrijving wordt dan rood. Door op een reeds geselecteerde (dus rode) inschrijving te klikken wordt die weer uit uw selectie verwijderd.

G Bakker Aafie	1777	G Kuijper Klaas
G Bakker Aafje	1805	G Wildeboer Jan
G Bakker Aafjen	1794	G Helleendoorn Roelof
G Bakker Aagi	1762	G Bos Hendrik
G Bakker Aagie	1732	G Ulsen Hendrik van
G Bakker Aagje	1736	G Santen Baltus van
G Bakker Aagje	1781	G Klinkhamer Diwertje
G Bakker Aaltje	1767	G Duurhout Klaas
G Bakker Aaltje	1713	G Santen Pieter van
M Bakker Aaltje	1713	V Vooght Johannes
G Bakker Aaltje	1713	G Vooght Johannes
G Bakker Aaltje	1716	G Brederoo Feijo Johan
M Bakker Aaltje		
G Bakker Aaltje		
G Bakker Aaltje		
M Bakker Aaltje		
G Bakker Aaltje	1762	G Duurhoudt Klaas
M Bakker Aaltje	1771	V Horns Jan
G Bakker Aaltje	1802	G Koning Johannes
G Bakker Aaltje	1803	G Bakker Antoni
G Bakker Aaltje		G Kaan Jacob
G Bakker Aaltje		G Hamel B. J. v.

zoon Jacob
 vader Klaas Bakker
 moeder Alida Apperloo
 getuigen Klaas Duurhoudt
 Aaltje Bakker
 pastor Wilhelmus Peiffers
 doop 10 januari 1762
 religie Hervormd, Noorderkerk
 bron 82 p. 433 (folio 216) nr. 11

Thumbnail of the scan of the relevant page of the baptismal book. Use the mouse to move the cursor to this thumbnail and view a slightly larger version of the thumbnail

A box with additional information will appear when hovering over an entry

klik op de thumbnail om scan te openen

Hovering the cursor over a thumbnail shows a somewhat larger version of the thumbnail. Clicking on this thumbnail opens the payment window.

4.647 namen, toont eerste 50

Klik op een naam om de inschrijving aan uw selectie toe te voegen. De inschrijving wordt dan rood. Door op een reeds geselecteerde (dus rode) inschrijving te klikken wordt die weer uit uw selectie verwijderd.

G Bakker Aafie	1777	G Kuijper Klaas
G Bakker Aafje	1805	G Wildeboer Jan
G Bakker Aafjen	1794	G Helleendoorn Roelof
G Bakker Aagi	1762	G Bos Hendrik
G Bakker Aagie	1732	G Ulsen Hendrik van
G Bakker Aagje	1736	G Santen Baltus van
G Bakker Aagje	1781	G Klinkhamer Di
G Bakker Aaltje	1767	G Duurhout Klaas
G Bakker Aaltje	1713	G Santen Pieter van
M Bakker Aaltje	1713	V Vooght Johannes
G Bakker Aaltje	1713	G Vooght Johannes
G Bakker Aaltje	1716	G Brederoo Feijo
M Bakker Aaltje		
G Bakker Aaltje		
G Bakker Aaltje		
M Bakker Aaltje		
G Bakker Aaltje	1762	G Duurhoudt Klaas
M Bakker Aaltje	1771	V Horns Jan
G Bakker Aaltje	1802	G Koning Johannes
G Bakker Aaltje	1803	G Bakker Antoni
G Bakker Aaltje		G Kaan Jacob
G Bakker Aaltje		G Hamel B. J. v.

zoon Jacob
 vader Klaas Bakker
 moeder Alida Apperloo
 getuigen Klaas Duurhoudt
 Aaltje Bakker
 pastor Wilhelmus Peiffers
 doop 10 januari 1762
 religie Hervormd, Noorderkerk
 bron 82 p. 433 (folio 216) nr. 11

Name of the scan

A slightly larger version of the thumbnail. Click on this thumbnail in order to open the payment window

Technical details of the scan

JPEG/99:10.4MB;300dpi;62x44cm

The payment window opens after you click on the thumbnail. The product options and operation of the payment screen are the same as when purchasing a Family Card or Market Card (see previous page).

3. Scan credits

If you intend purchasing more than one scan the most economical option is to purchase scan credits. Scan credits are similar to the credits on pre-paid mobile phones: using scan credits you can refer to and download scans from the Archiefbank at random.

Using scan credits has three important advantages:

- you don't have to go through the payment procedure every time
- you only have to pay transaction costs once
- the cost per scan is lower the more scans you buy

You don't have to use up the balance in one go

Scan credits are valid for a year from the date of purchase.

A. Buying scan credits

For the time being you can only buy scan credits using the payment window that opens after you have clicked on a thumbnail on one of the Archiefbank's search systems. See *section 2: buying scans*.

You can indicate how many scan credits you want to purchase in the payment window. The balance is expressed in a number of *credits*. Each credit is good for one scan.

The screenshot shows the 'Betalen' (Payment) page on the Archiefbank website. It features a table of products and a dropdown menu for selecting the amount of scan credits. Three callouts provide instructions:

- Step 1:** Select "scantegoed" [transl. scan credit] under "produkt" [transl. product]
- Step 2:** Select the amount of credit in the dropdown menu
- Step 3:** Choose your payment method and go through the payment procedure. For further explanation, see chapter X: "Betaalmethoden" [transl. Payment methods]

Price per scan: the more credit you buy, the lower the price per scan

aantal	produkt	p/st	prijs
1	Toegangsnr 209 - Inventarisnr 2 - afb. 7 van 64	€ 0,500	€ 0,50
64	Toegangsnr 209 - Inventarisnr 2 - 64 afbeeldingen	€ 0,393	€ 25,15
50	Scantegoed	€ 0,400	€ 20,00
2	Lidmaatschap Archiefbank 6 maanden	€	€ 0

B. Your current scan balance

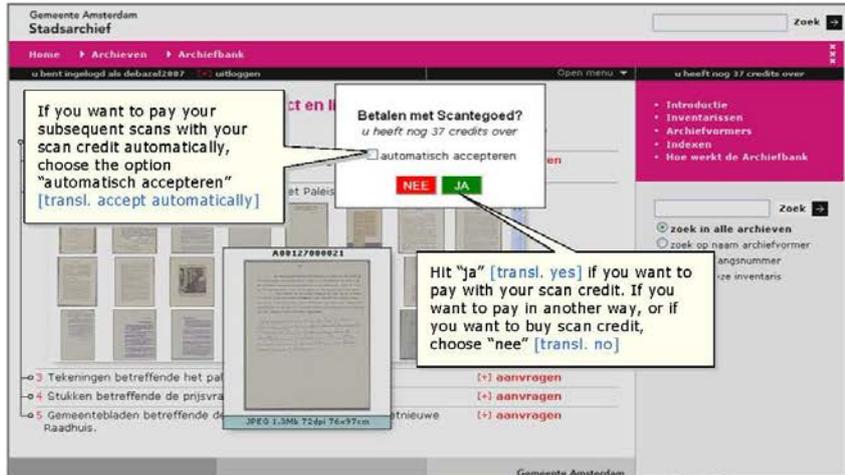
When you have bought your scan credits you will be able to see how many credits you still have available in the black bar at the top right of the browser screen.



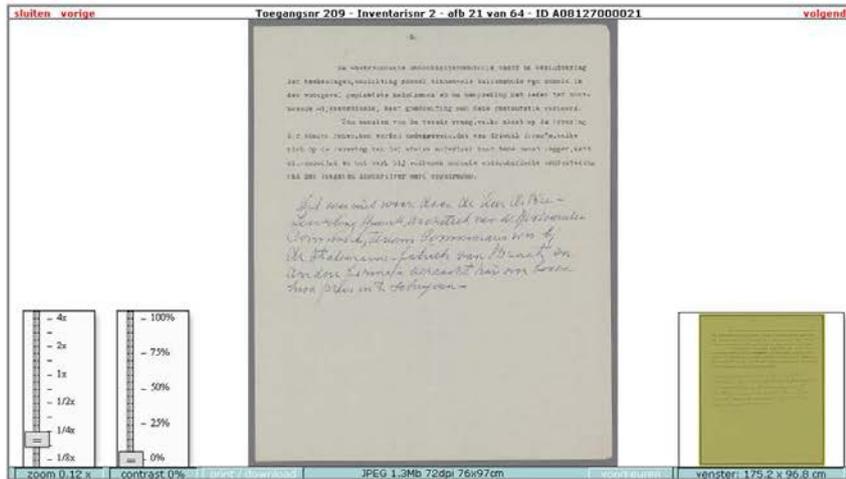
C. Paying for scans with scan credits

You can pay for scans with your scan credits simply by clicking on the thumbnail of the scan you want.

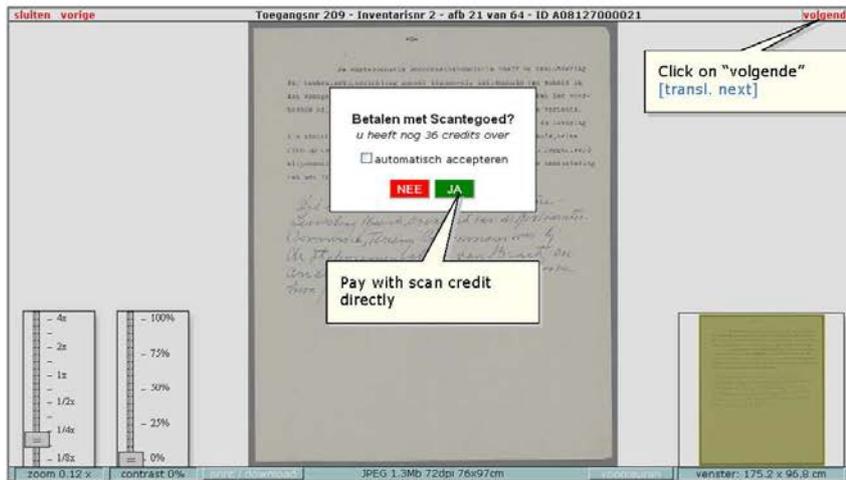
Step 1: Click on the thumbnail and confirm that you want to pay with your scan credits



Step 2: A credit is debited from your balance and the document viewer opens. You can find more information about the document viewer in section X.



Step 3 If you want to pay for more, consecutive scans from an inventory number with scan credits, you can do this by clicking on 'next'. You don't need to close the window each time.



D. Topping up your scan balance

Situation 1: Your balance is zero and you want to purchase again. Follow the steps described in part A of this section (purchasing scan credits)

Situation 2: Your balance is not zero, but you want to top up your credits. In this case select 'no' when the window appears asking you if you want to pay with credits. Then the payment window appears and you select scan balance. After payment the credits are added to your current balance.

Gemeente Amsterdam
Stadsarchief

Home > Archiveren > Archiefbank

u bent ingelogd als debazel2887 uitloggen

Open menu

u heeft nog 37 credits over

Archief van A. Ingwersen, architect en lid van de Paleis-Raadhuiscommissie

1 Samenstelling van de commissies; notulen en bijlagen van de commissies; convocaties etc.

2 Stukken betreffende de stalen ramen in het Paleis Raadhuis.

3 Tekeningen betreffende het paleis Raadhuis.

4 Stukken betreffende de prijsvraag voor het nieuwe Raadhuis.

5 Gemeentebladen betreffende de prijsvraag en de bouw van het Raadhuis.

JPEG 1.3MB 728x76x97cm

strieuwe

(+) aanvragen

(+) aanvragen

(+) aanvragen

Betalen met Scantegoed?
u heeft nog 37 credits over

automatisch accepteren

NEE JA

If you want to top up your scan credit even though you still have credit left, choose "nee" [transl. no]

Introductie
Inventarissen
Archiefvormers
Indienen
Hoe werkt de Archiefbank

Zoek

zoek in alle archieven
zoek op naam archiefvormer
zoek toegangsnummer
zoek in deze inventaris

Gemeente Amsterdam

Gemeente Amsterdam
Stadsarchief

Home > Archiveren > Archiefbank

u bent ingelogd als debazel2887 uitloggen

Archief van A. Ingwersen, architect en lid van de Paleis-Raadhuiscommissie

1 Samenstelling van de commissies; notulen en bijlagen van de commissies; convocaties etc.

2 Stukken betreffende de stalen ramen in het Paleis Raadhuis.

3 Tekeningen betreffende het paleis Raadhuis.

4 Stukken betreffende de prijsvraag voor het nieuwe Raadhuis.

5 Gemeentebladen betreffende de prijsvraag en de bouw van het Raadhuis.

Betalen

Indien u meerdere scans wilt is het verstandig om hier "Scantegoed" te kiezen: u betaalt dan maar 1 keer transactiekosten, en u krijgt korting die kan oplopen tot 50%. Scantegoed werkt net als beltegoed: u koopt nu maar kunt later besteden. Uw tegoed blijft een jaar lang geldig.

aantal	produkt	p/st	prijs
1	Toegangsnr 209 - Inventarisnr 2 - afb 7 van 64	€ 0,500	€ 0,50
64	Toegangsnr 209 - Inventarisnr 2 - 64 afbeeldingen	€ 0,393	€ 25,15
50	Scantegoed	€ 0,400	€ 20,00
2	Lidmaatschap Archiefbank 6 maanden	€ 0	€ 0
5			
10			
25			
50			
100	per overboeking per bank of giro		€ 7,50
200	Internet bankieren (IDEAL) of Creditcard		€ 2,50
500			
1000			
		Totaal € 22,50	

betaalwijze

kosten

<< Afbreken

Volgende >

Then choose "scantegoed" [transl. scan credit] and select the number of scans you want

4. Payment methods

Selecting electronic or manual methods of payment

After you have selected a product in the payment window (see section 2, buying scans) select a payment method.

You can pay electronically or by manual transfer. However we advise paying electronically because:

- it makes a considerable difference to you in transaction costs
- you have immediate access to the scans as soon as you have paid

Betalen

Indien u meerdere scans wilt is het verstandig om hier "Scantegoed" te kiezen: u betaalt dan maar 1 keer transactiekosten, en u krijgt korting die kan oplopen tot 50%. Scantegoed werkt net als beltegoed: u koopt nu maar kunt later besteden. Uw tegoed blijft een jaar lang geldig.

aantal	product	p/st	prijs
1	Toegangsnr 209 - Inventarisnr 2 - afb. 7 van 64	€ 0,500	€ 0,50
64	Toegangsnr 209 - Inventarisnr 2 - 64 afbeeldingen	€ 0,393	€ 25,15
5	Scantegoed	€ 0,475	€ 2,38
1	Lidmaatschap Archiefbank 6 maanden	€ 0	€ 0

betalwijze

betalwijze	kosten
Handmatige overboeking per bank of giro	€ 7,50
Betalen via Internet Bankieren (IDEAL) of Creditcard	€ 2,50

Totaal € 4,00

<< Afbreken Volgende >

A. Electronic payment using IDEAL or credit card

Confirmation of the purchase of the product you want, amount and payment method (electronic)
Select payment by credit card (VISA or MasterCard) or iDEAL

Betalen

U wilt kopen:

5	Scantegoed	€ 0,475	€ 2,38
1	Lidmaatschap Archiefbank 6 maanden	€ 0	€ 0
	Betalen via Internet Bankieren (IDEAL) of Creditcard	€ 2,50	€ 2,50

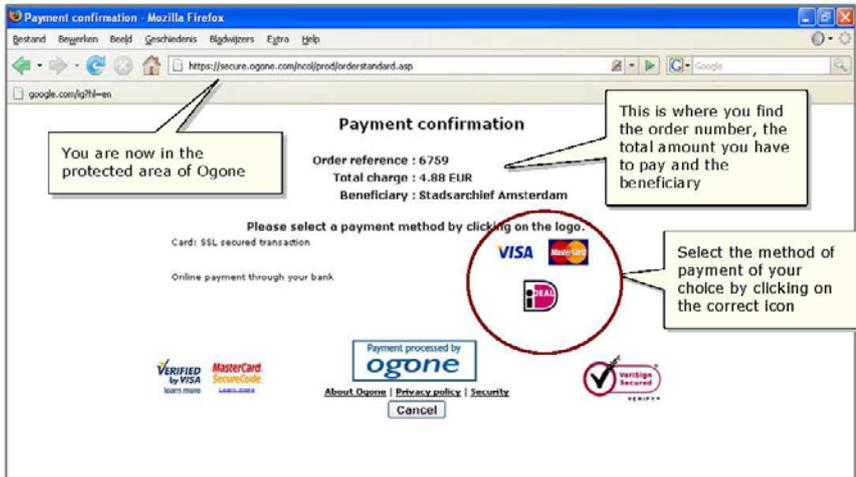
Totaal € 4,00

Wanneer u de onderstaande button "Volgende" klikt wordt u doorgeleid naar Ogone (en bij betaling via Ideal vervolgens naar uw bank). Nadat u de betaling heeft afgerond keert opent zich de gevraagde afbeelding.

<< Afbreken < Vorige Volgende >

Click "volgende" [transl. next] in order to go to the counter and pay

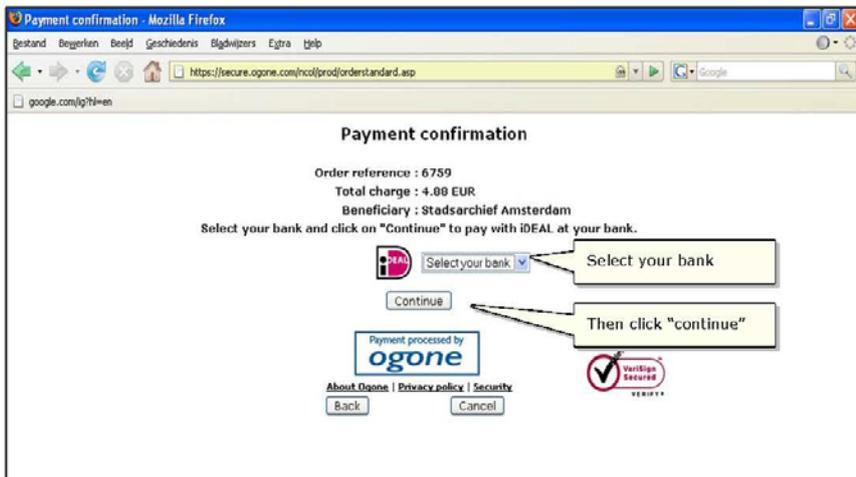
Then select payment using a credit card (VISA or MasterCard) or iDeal.



! From this page onward you are no longer in the Stadsarchief Amsterdam website; you have been directed to the Ogone's secure pages. Ogone is the payment service provider which enables payments. This environment meets the highest standards for secure payments.

IDEAL

! Payment using iDeal is only possible if you have a bank account in the Netherlands (at one of the banks that supports this payment method).



! We do not explain here how payments are made using IDEAL. The method is bank-specific. If you want to know more about how you can pay through your bank using IDEAL visit the bank's website. You will find a full explanation there.

Credit card

You can pay with VISA and MasterCard.

The screenshot shows a web browser window titled "Payment confirmation - Mozilla Firefox" with the URL "https://secure.ogone.com/hcol/prod/orderstandard.asp". The page content includes:

- Order reference : 7094
- Total charge : 4.88 EUR
- Beneficiary : Stadsarchief Amsterdam
- Pay with : MasterCard
- Card holder's name* : [empty field]
- Card number* : [empty field]
- Expiry date (mm/yyyy)* : [empty dropdowns]
- Card verification code* : [empty field]
- * Mandatory fields.
- Yes, I confirm my order [button]
- Payment processed by ogone
- MasterCard SecureCode, PAY SQUARE, About Ogone | Privacy policy | Security, Cancel [button]

Callouts and annotations:

- "You have selected payment using MasterCard Creditcard" points to the MasterCard logo.
- "Fill in your creditcard details here" points to the input fields for name, number, and expiry date.
- "Back to the previous screen" points to the "Back" button.
- "Cancel payment; back to the Archiefbank" points to the "Cancel" button.

Example of a screen with all information completed

The screenshot shows the same "Payment confirmation" page, but with all fields filled:

- Order reference : 7094
- Total charge : 4.88 EUR
- Beneficiary : Stadsarchief Amsterdam
- Pay with : MasterCard
- Card holder's name* : RAAM Hollman
- Card number* : 1234567890
- Expiry date (mm/yyyy)* : 06 / 2007
- Card verification code* : 123
- * Mandatory fields.
- Yes, I confirm my order [button]
- Payment processed by ogone
- MasterCard SecureCode, PAY SQUARE, About Ogone | Privacy policy | Security, Cancel [button]

Callouts and annotations:

- "Click here once you have filled in all requested information" points to the "Yes, I confirm my order" button.
- "The Card Verification Code (CVC) concerns the last three digits of the numerical code on the reverse of your creditcard. Click on 'what is this' for a number of examples" points to the "What is this?" link next to the CVC field.

Completion of electronic payment

After completion of a credit card or iDeal payment you are immediately returned to the Archiefbank. If you have chosen to buy only the scan you have clicked on or the entire inventory number in question the document viewer opens immediately and the relevant scans are added to your portfolio automatically.

Example of a completed payment for the purchase of 5 scan credits:

The screenshot displays the Archiefbank interface for the 'Gemeente Amsterdam Stadsarchief'. The main content area shows a list of items under the heading 'Archief van A. Ingwersen, architect en l... Paleis-Raadhuiscommissie'. A payment dialog box is overlaid on the page, asking 'Betalen met Scantegoed?' and indicating that the user has 5 credits remaining. A yellow notification box states '5 scan credits have been awarded'. A callout box explains that clicking 'ja' awards 5 credits and allows opening the selected thumbnail. The page also features a search bar, a navigation menu, and a list of search options on the right side.

Gemeente Amsterdam
Stadsarchief

Home > Archief > Archiefbank

u bent ingelogd als debazet2007 uitloggen

Open menu

u heeft nog 5 credits over

Archief van A. Ingwersen, architect en l...
Paleis-Raadhuiscommissie

1 Samenstelling van de commissies; notulen en bijlage die commissies; convocaties etc.

2 Stukken betreffende de stalen ramen in het Paleis

3 Tekeningen betreffende het pal

4 Stukken betreffende de prijsvra

5 Gemeentebladen betreffende d Raadhuis.

JPEG 1,2Mb 72dpi 76x97cm

nieuwe

[+] aanvragen

[+] aanvragen

[+] aanvragen

zoek op naam archiefvormer

zoek toegangsnummer

zoek in deze inventaris

Betalen met Scantegoed?
u heeft nog 5 credits over

automatisch accepteren

NEE JA

5 scan credits have been awarded

5 scan credits have been awarded and you can now open the selected thumbnail by clicking "ja" [transl. yes]. One credit will be used

Introduktien
Inventarissen
Archiefvormers
Indukt de Archiefbank

Gemeente Amsterdam

B. Manual transfer from a bank or by giro

! In some cases international transfers incur extra costs, depending on the country and / or bank. These costs are borne by you. The costs for payments between countries in the EU are the same as the costs for domestic transfers. Always state the Stadsarchief Amsterdam's IBAN and BIC codes on your payment:
IBAN: NL 21 PSTB 0000 8069 82
BIC: PSTBNL21

Confirmation of the purchase of the product requested, amount and required information for transfer.

! You will not receive a separate e-mail of this order. Make a note of (or cut and paste) the information that you need for the payments before you return to the search pages.

! **A manual transfer can take some days to go through.** The scans are not added to your account until the payment has been credited to the Stadsarchief Amsterdam's bank account. Should you want immediate access to the scans you should opt for an electronic method of payment.

After payment has been received you will be informed by e-mail and you can view the scans.

! In principle a manual transfer always buys you **scan credits**. You have to search in the Archiefbank again in order to view the scan(s) you want. You can also use the balance for scans other than the one(s) you originally clicked on when you made the payment.

5. Portfolio

Scans you have bought are added to your portfolio. You can view and download these scans again at any time.

At the moment scans that you have bought are identified by a tick beside the thumbnails in question. You have to look these scans up first in the relevant search systems.

A page giving you an overview of the scans in your portfolio at a glance, from which you can open them, will be added to the Archiefbank in due course.

! You need to be **logged in** to get access to the scans you have bought.

Identifying the scans you have bought

A. A single scan

Tussenvoegsel

Achternaam

Geboortedatum D M J

voori	tussenv	naam	geb.datum	afbeelding
A.		Bakker	23-1-1910	ja
A.		Bakker	15-9-1908	ja
A.		Bakker	25-1-1894	ja
A.		Bakker	6-2-1895	ja
A.		Bakker	23-9-1898	ja
A.		Bakker	29-1-1900	ja
A.		Bakker	17-2-1914	ja
A.		Bakker	7-10-1853	ja
A.		Bakker	27-12-1892	nee
A.		Bakker	1-5-1906	nee
A.		Bakker	20-3-1865	ja
A.		Bakker	4-2-1870	
A.		Bakker	8-8-1870	
A.		Bakker	13-6-1870	
A.		Bakker	21-4-1870	
A.		Bakker	21-2-1870	
A.		Bakker	29-10-1870	

The scan with the red tick has been purchased

B. A complete inventory number

1.1 JEREMIE (1702-1762) X MARIE CHARLOTTE DU CHESNE (1705-1779)

1.2 GEDEON JEREMIE (1741-1802) X MARGUERITE QUIEN (1746-1808)

1.3 MARIE CHARLOTTE (1768-1808) X CAREL FABER (1767-1813) 7 scans

1.4 DANIEL (1772-1834) X JOHANNA MARIA RETEMEYER (1776-1820) 23 scans

1.4.1 Persoonlijk leven 23 scans

1.4.1.1 Brieven

1.4.1.2 PERSONALIA

1.4.1.3 FINANCIËN

1.4.1.4 PENNEVRUCHTEN 23 scans

26 Ingekomen gedichten. I omslag 1795 - 1834 (+) aanvragen

27 Verslag van een reis naar Kleeft door Daniel, Carel Faber 23 scans (+) alles gekocht

enechtgenotes. I deeltje 1807

All scans in this inventory number have been bought

6. Viewing, printing and downloading scans

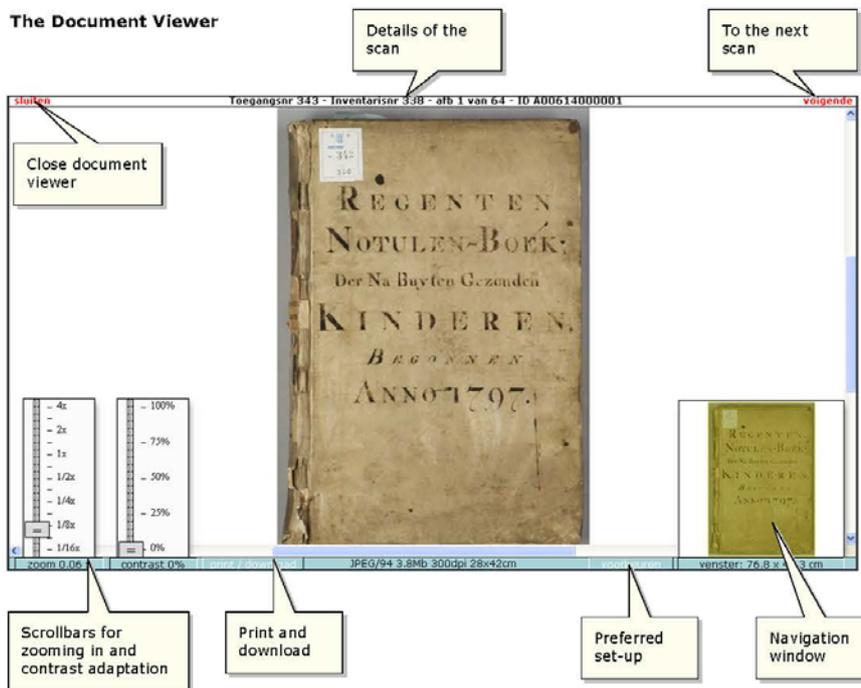
The Archiefbank Document Viewer

You get access to the Document Viewer after you have bought your scans. This viewer has been specially developed for reading text documents using a monitor. You can also download the scans from the document viewer and then save them to your own PC.

After purchasing a scan you get a free six months' subscription to the Archiefbank that gives you access to your scans through the document viewer. The subscription expires after this six month period and is renewed free of charge.

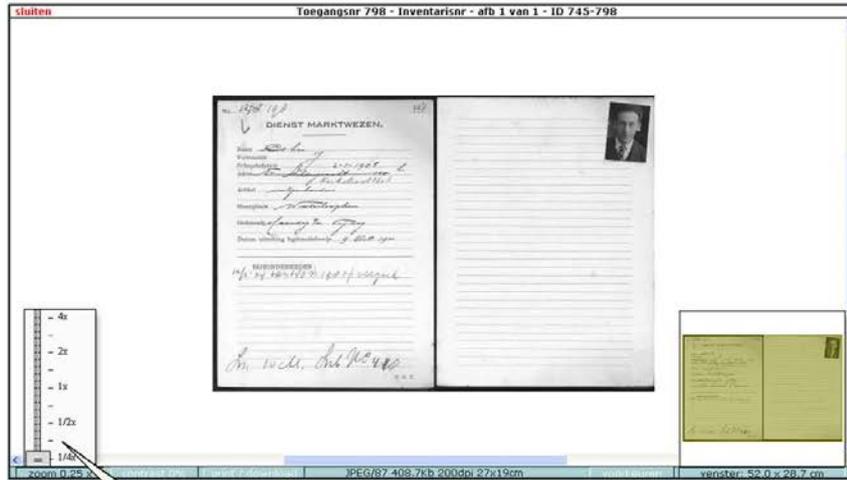
A. Viewing

The Document Viewer



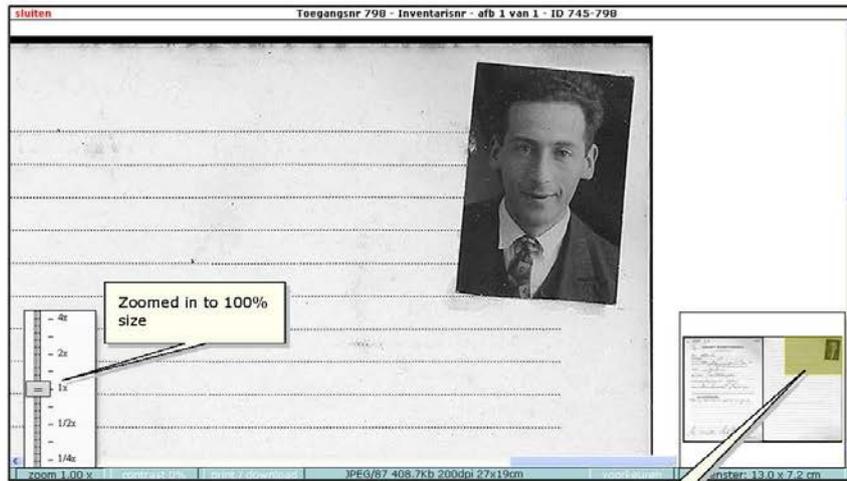
Zooming in

Zoomed-out document



Scrollbar for zooming in and zooming out

Zoomed in on a detail

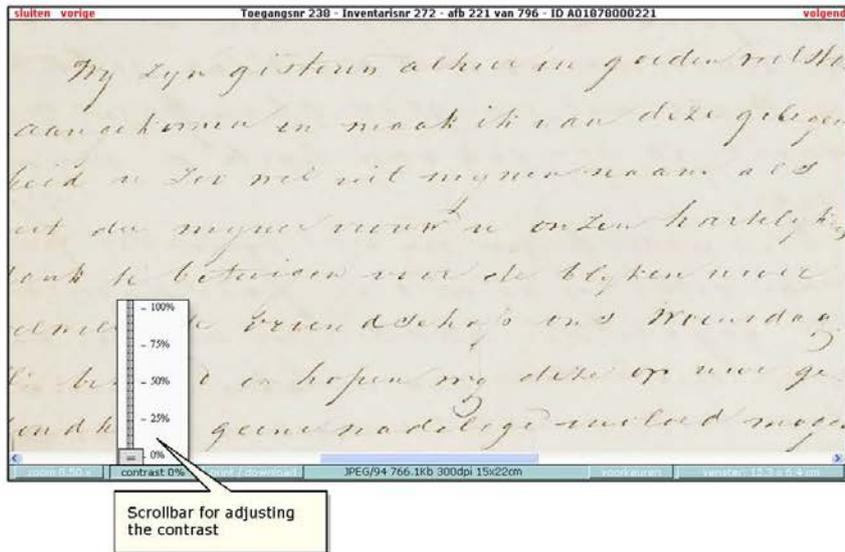


The green box indicates which part of the document is enlarged

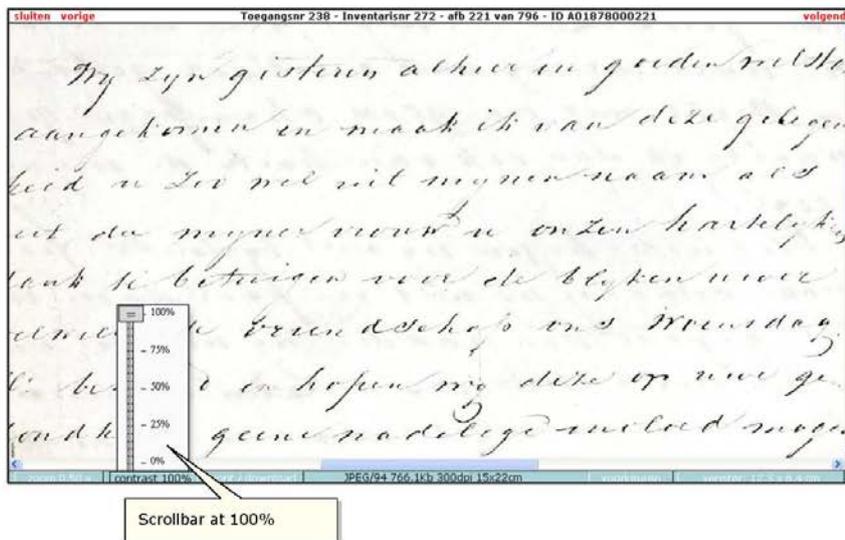
Contrast filter

You can set the degree of contrast that you find most comfortable with the contrast filter

Scan without using the contrast filter:



Contrast at 100%:



Setting preferences

The screenshot shows a web-based document viewer. At the top, there are navigation buttons: 'sluiten vorige' (close previous) on the left and 'volgende' (next) on the right. The main area displays a page of handwritten text. A 'Voorkeuren' (Preferences) dialog box is open on the right side of the document. The dialog box has a title 'Voorkeuren' and a subtitle 'Pas deze viewer aan uw persoonlijke wensen aan (de instelling zal in de browser van deze computer die u momenteel gebruikt, bewaard worden)'. It contains three sections: 'Kwaliteit' (Quality) with radio buttons for 'Beste vergroting' (selected) and 'Beste scherpste'; 'Fit' (Fit) with radio buttons for 'Passend in venster' (selected), 'Passend in de breedte', 'Passend in de hoogte', and 'Geostat passend'; and 'Gebruik het scrollwiel...' (Use the scroll wheel...) with radio buttons for 'om in en uit te zoomen' (selected) and 'om te scrollen'. At the bottom of the viewer, there is a status bar showing 'JPEG/94 2.1Mb 300dpi 20x24cm' and 'voorkeuren'.

In this window you can establish your preferred set-up for viewing the documents. Your preferences will be saved in the browser of the computer with which you put down this set-up. You can change the set-up as often as you like

Voorkeuren
Pas deze viewer aan uw persoonlijke wensen aan (de instelling zal in de browser van deze computer die u momenteel gebruikt, bewaard worden).

Kwaliteit

- Beste vergroting
- Beste scherpste

Fit

- Passend in venster
- Passend in de breedte
- Passend in de hoogte
- Geostat passend

Gebruik het scrollwiel...

- om in en uit te zoomen
- om te scrollen

Click on "voorkeuren" [transl. preferences] in order to open and close the window

B. Downloading and printing

You can download the scans as PDF files if you want to save the scans to your own computer or make a printout.

When downloading you can choose from two qualities, and you have the option of including the contrast filter properties in the PDF file.

PDF Download

U kunt online een pdf samenstellen, om te printen of te archiveren. Let op dat deze bestanden - afhankelijk van de hier gekozen instellingen - zeer groot kunnen worden.

Inhoud

Uitsnede van het nu zichtbare deel

Volledige afbeelding

Kwaliteit

Lage resolutie

Hoge resolutie

Contrast

Zoals ingesteld in dit venster

Oorspronkelijke afbeelding

download PDF

Click "print/download" in order to open and close the window

Click "download PDF" in order to open the PDF file

You can download the entire image or just the section that is visible in the window. This is useful if you want to download for example a single entry from a page of a register.

Choose the quality of the download. If you select "normaal" [transl. regular], usually the text is clearly readable. If you choose "maximaal" [transl. maximum], you will see more details, but the files will be considerably larger (on average 2 MB, but large original documents can result in files as large as 8 MB per scan)

You can copy the degree of contrast you have chosen with the scrollbar to the PDF download

! You may download as often as you like.

! At present you can only do one download per scan, and in each case the entire scan is downloaded. A function to enable the download of a specific part of a scan, or multiple scans simultaneously will be added in due course.

! If you want a **Family Card download**, set the **contrast filter** at **maximum** before the download window opens and before downloading select '**maximum**' quality and contrast 'as set in this window'.

Downloading an entire inventory number in one PDF file

The screenshot shows a digital viewer interface for an inventory. At the top, it displays 'Toegangsnr 394 - Inventarisnr 27 - aflb 5 van 23 - ID A00583000005'. The main area shows a handwritten document with a 'PDF Download' menu overlaid. The menu includes options for 'Inhoud' (Content), 'Kwaliteit' (Quality), and 'Contrast'. A callout box points to the 'download PDF' button, stating: 'If you have purchased the entire inventory number, you can download all images in one PDF file.' The interface also features zoom and contrast sliders, a 'print / download' button, and a status bar at the bottom showing '3PEG/94 1Mb 300dpi 18x17cm' and 'venster: 31.6 x 16.6 cm'.

! This function only works if you have bought *all* the images in the inventory number in question.

! At present this function is only offered for scans from the search system in the inventories.

! When the inventory number contains a lot of scans the PDF file to be downloaded with all scans in it will be large, certainly if you have selected the quality as 'high resolution'.

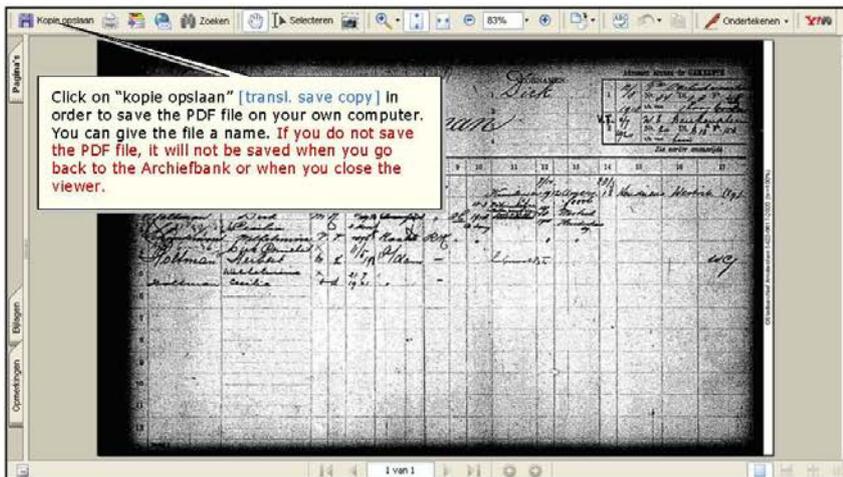
Opening and saving a PDF file

! In order to be able to open the PDF file you must have the— free to download—Adobe Acrobat Viewer installed on your computer

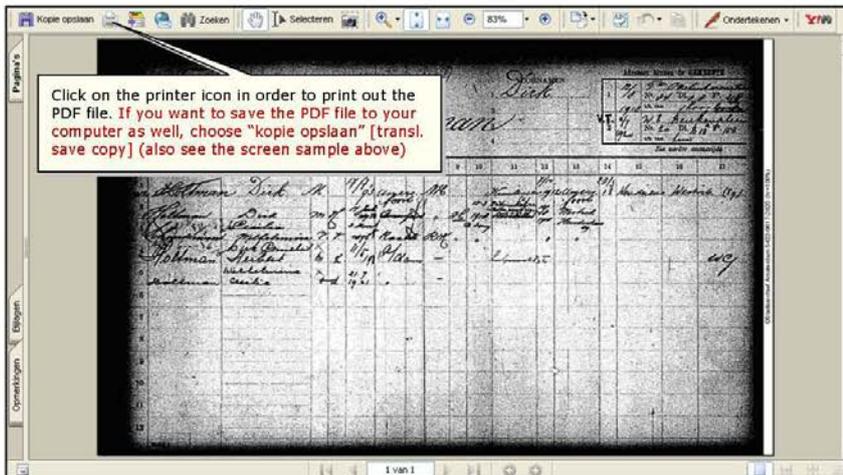
! Reproduction and available functions depend on the type and version of the PDF Viewer you use and may not be the same as the sample screens shown here

! Saving, printing and zooming-in functions are determined by the PDF viewer, and not by the Archiefbank. The sample screens shown below may differ from what you see on your own screen, depending on the version used and the properties of the PDF viewer.

Saving



Printing



7. Requests for digitizing

To date only a fraction of all inventory numbers have been digitized, so you will see a 'request' button at the end of the inventory numbers that have not yet been digitized. This will enable you to get the inventory number in question digitized on request.

! All inventory numbers can be digitized on request, unless there are publication restrictions, privacy issues, the items are subject to copyright, or if they are very fragile or the material has been packaged in an unconventional way.

Making a request for digitizing

Inventory numbers available for requests for digitizing

The screenshot shows a list of inventory items with their status and request options. Callouts provide additional context:

- Item 36:** Sinterklaasgedichten I omslag 1952. Status: 5 scans (+) kopen. Callout: "This inventory number has been digitized. You can purchase the scans immediately".
- Item 332:** Certificaten van boomplantingen uitgegeven door het Joods Nationaal Fonds en geschonken door vrienden en bekenden I omslag 1957 - 1963. Status: (+) aanvragen. Callout: "You can request the digitization of the inventory numbers if they have the option 'aanvragen' [transl. request]".
- Item 337:** Reclamefoto's voor sigaretten, waarvoor mensen uit Benno Premsele's vriendenkring poseerden I omslag 1965 - 1968. Status: Niet leverbaar. Callout: "An inventory number can be 'niet leverbaar' [transl. unavailable] because of publication restrictions or copyrights".

Click on 'request'

The screenshot shows a list of inventory items. A callout highlights the 'aanvragen' button and the resulting confirmation dialog:

Wilt u dit inventarisnummer op aanvraag laten digitaliseren? Meer informatie over aanvragen vindt u in "Hoe werkt de Archiefbank"

Buttons: NEE (red), JA (green)

Callout: "After clicking 'aanvragen' [transl. request], you will be asked to confirm the request"

Request made

In slachte staat 1973		
348 Polaroidfoto's van feesten en bijeenkomsten op Keizersgracht 518 I omslag 1975 - 1983	(+) aanvragen	
349 Concept van een ingezonden brief aan NRC Handelsblad inzake de recensie van Willem Jan Otten over 'Einstein on the Beach' van Philip Glass en Robert Wilson I stuk 1976	(+) annuleren	
350 Foto's van het bezoek aan de matinee met de en bekenden I omslag 1977 - 1993	(+) aanvragen	
351 Toespraken bij begrafenissen I omslag 1977 - 1995	(+) aanvragen	
352 Vonnis waarbij Benno Premesela wordt benoemd de dochter van vrienden I omslag 1979	(+) aanvragen	
353 Uitnodigingen voor feesten medegeorganiseerd omslag 1979	(+) aanvragen	
354 Foto's van bijeenkomsten op het dakterras van Keizersgracht 518, met enige afdrukken van het lichtkunstwerk van Aldo van den Nieuwelaar I omslag 1980	(+) aanvragen	
355 Ontvangen rouwkaarten en bidprentje I omslag 1980 - 1995	(+) aanvragen	
356 Concept van een toespraak ter gelegenheid van de opening van de expositie van Piet Stockmans in het Vlaams Cultureel Centrum in Amsterdam I stuk 1983	(+) aanvragen	
357 Familiefoto van Friso Broeksma, met partners I stuk 1985 ca.	(+) aanvragen	
358 Vistekaartjes I omslag	(+) aanvragen	
359 Foto van Benno Premesela in het pand Keizersgracht 518 I stuk 1987	(+) aanvragen	
360 Foto's van een boottocht door Amsterdam I omslag 1988	(+) aanvragen	
361 Foto's van een boottocht door de Rotterdamse haven met onder andere Hans Appenzeller I omslag 1988	(+) aanvragen	
362 Stukken betreffende het bezoek van John en Joyce Frassanito I omslag 1989 - 1990	Niet leverbaar	

Uw aanvraag wordt in behandeling genomen. U ontvangt spoedig bericht over de voortgang.

OK

Your request has been made

You do not commit to anything when you make a request. After the digitizing is complete you can decide not to buy anything at all, or to buy one or more scans. Take note: the scans can only be shown legibly after payment.

In all cases the entire inventory number is digitized. This means that you can't just get a single page digitized through the Archiefbank, but after digitizing you may decide to buy this page alone.

Canceling a request for digitizing

You can cancel your request for digitizing by clicking on 'cancel' next to the inventory number in question.

346 Familiefoto van Friso Broeksma I stuk 1975	(+) aanvragen	
347 Fish-eye foto van de bewoners van Keizersgracht 518 I stuk	Niet leverbaar	
In slachte staat 1973		
348 Polaroidfoto's van feesten en bijeenkomsten op Keizersgracht 518 I omslag 1975 - 1983	(+) aanvragen	
349 Concept van een ingezonden brief aan NRC Handelsblad inzake de recensie van Willem Jan Otten over 'Einstein on the Beach' van Philip Glass en Robert Wilson I stuk 1976	(+) annuleren	
350 Foto's van het bezoek aan de matinee met de kinderen van vrienden en bekenden I omslag 1977 - 1993	(+) aanvragen	
351 Toespraken bij begrafenissen I omslag 1977 - 1995	(+) aanvragen	
352 Vonnis waarbij Benno Premesela wordt benoemd tot toezien voogd van de dochter van vrienden I omslag 1979	(+) aanvragen	
353 Uitnodigingen voor feesten medegeorganiseerd door Benno Premesela I omslag 1979	(+) aanvragen	
354 Foto's van bijeenkomsten op het dakterras van Keizersgracht 518, met enige afdrukken van het lichtkunstwerk van Aldo van den Nieuwelaar I omslag 1980	(+) aanvragen	
355 Ontvangen rouwkaarten en bidprentje I omslag 1980 - 1995	(+) aanvragen	
356 Concept van een toespraak ter gelegenheid van de opening van de expositie van Piet Stockmans in het Vlaams Cultureel Centrum in Amsterdam I stuk 1983	(+) aanvragen	
357 Familiefoto van Friso Broeksma, met partners I stuk 1985 ca.	(+) aanvragen	
358 Vistekaartjes I omslag	(+) aanvragen	
359 Foto van Benno Premesela in het pand Keizersgracht 518 I stuk 1987	(+) aanvragen	
360 Foto's van een boottocht door Amsterdam I omslag 1988	(+) aanvragen	
361 Foto's van een boottocht door de Rotterdamse haven met onder	(+) aanvragen	

You can cancel the request by clicking on "annuleren" [transl. cancel]

Evaluating a request for digitizing

The physical condition and content of the originals are evaluated before your request is digitized. Very fragile documents cannot be digitized in this reproduction process. A request may be cancelled for reasons of content when, for example, the items are covered by copyright.

In all cases you will get an e-mail with confirmation or cancellation of your request

Example of an e-mail accepting request



Example of an e-mail refusing request

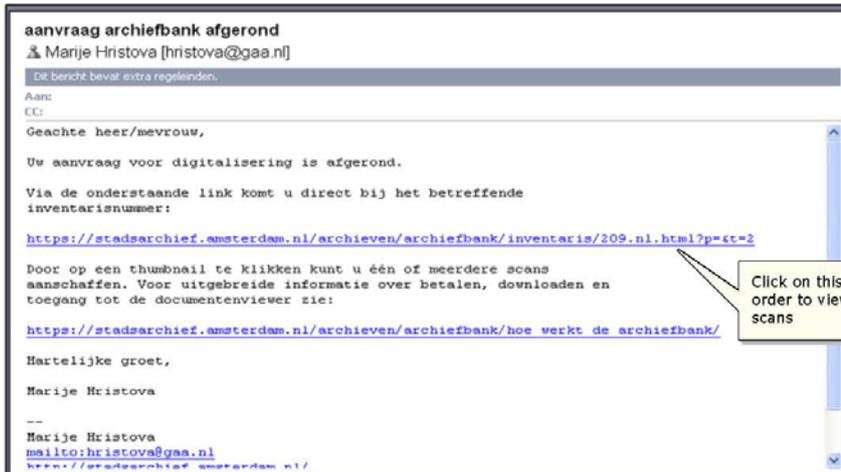


Request for digitizing completed

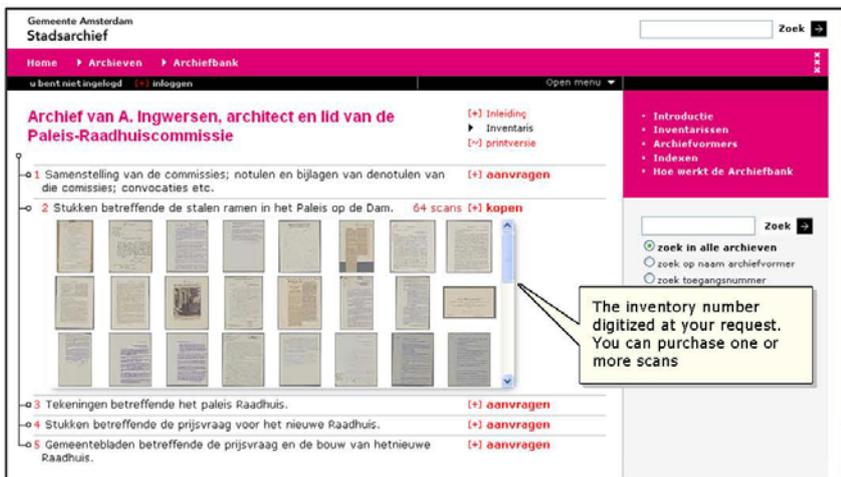
When the digitizing is complete and the scans are online you will receive a message to that effect. From that moment on you can purchase the scans. The purchasing procedure is the same as that for buying scans that were already available in digital form. The digitized inventory number that has been digitized at your request is also available to any user.

In all cases you will receive an e-mail with confirmation or cancellation of your request.

Example of an e-mail accepting request



Click on link to the scans



附錄 5：阿姆斯特丹市檔案館參觀者規則



Huisregels voor de bezoekers van het Stadsarchief van de gemeente Amsterdam

Gelet op

- de artikelen 11 en 12 van de *Verordening op het Stadsarchief (2007)* en op
- artikel 3 tot en met 5 van het *Reglement voor raadpleging en gebruik van de archiefbescheiden in het Stadsarchief Amsterdam (2007)* heeft de directeur van het Stadsarchief onderstaande regels vastgesteld voor ieder die wenst te worden toegelaten tot het Stadsarchief van de gemeente Amsterdam.

Hoofdstuk 1 Definities

Artikel 1

In deze regels wordt verstaan onder:

a de wet: de Archiefwet 1995

b de verordening: de Verordening op het Stadsarchief 2007

c het reglement: het Reglement voor raadpleging en gebruik van de archiefbescheiden in het Stadsarchief Amsterdam 2007

d de directeur: de directeur van het Stadsarchief

e de bezoeker: degene die archiefbescheiden raadpleegt of gebruikt of een bezoek brengt aan presentaties van het Stadsarchief

f de archiefbescheiden: documenten overeenkomstig het gestelde in artikel 1 onder c van de wet

g raadpleging en gebruik: het inzien van de archiefbescheiden en het maken van afbeeldingen, afschriften, uittreksels en bewerkingen van de archiefbescheiden als bedoeld in artikel 14 van de wet

h presentaties: tentoonstellingen, rondleidingen, lezingen en andere evenementen georganiseerd op basis van de archieven en collecties, als bedoeld in artikel 8 van de verordening

Hoofdstuk 2 Algemene bepalingen

Artikel 2

Van iedere bezoeker wordt in het belang van de goede orde verwacht dat hij andere bezoekers geen overlast bezorgt door mobiele telefoons, onoorbaar internetgebruik, lawaai of ander hinderlijk gedrag.

Artikel 3

Iedere bezoeker is te allen tijde verplicht gehoor te geven aan aanwijzingen van het personeel in het belang van de goede orde.

Artikel 4

Huisdieren hebben geen toegang tot het Stadsarchief.

Artikel 5

Roken is in alle ruimten van het Stadsarchief verboden.

Artikel 6

Het Stadsarchief leent niets uit aan bezoekers. De bezoekers mogen de ter beschikking gestelde archiefbescheiden, hulpmiddelen en apparatuur niet aan anderen doorgeven, onvreemden of beschadigen. Bij diefstal of een poging daartoe wordt altijd aangifte gedaan bij de politie.

Artikel 7

Iedere bezoeker is aansprakelijk voor eventuele schade door hem toegebracht aan de eigendommen van, het gebouw van of de archiefbescheiden in het Stadsarchief en is verplicht deze schade te vergoeden.

Artikel 8

De directeur kan een bezoeker die in strijd handelt met de artikelen in deze Huisregels, de toegang tot het Stadsarchief ontzeggen.

Hoofdstuk 3 - Studiezaal en Informatiecentrum

Artikel 9 *Ruimten voor raadpleging en gebruik*

1. Raadpleging en gebruik geschieden in de Studiezaal en in het Informatiecentrum van gebouw De Bazel, Vijzelstraat 32 te Amsterdam.
2. Raadpleging en gebruik waarbij originele archiefbescheiden worden gehanteerd, is uitsluitend toegestaan in de Studiezaal van gebouw De Bazel, Vijzelstraat 32 te Amsterdam.

Artikel 10 - *Archiefpas*

1. Iedere bezoeker die toegelaten wil worden tot de Studiezaal, dient zich te laten registreren met behulp van een archiefpas.
2. Een archiefpas wordt verstrekt na het overleggen van een persoonslegitimatie. Als persoonslegitimatie worden geaccepteerd: paspoort, nationale identiteitskaart, Nederlands rijbewijs, ID-kaart Europa, (tijdelijke) verblijfsvergunning.
3. Ten behoeve van de registratie van het gebruik van archiefbescheiden en verzamelobjecten door de gebruiker worden naam, adres, woonplaats, en nummer van de persoonslegitimatie van de gebruiker vastgelegd door het Stadsarchief. Er wordt een foto van de bezoeker gemaakt, waarmee bij ieder volgend bezoek de identiteit van de pashouder kan worden geverifieerd. De foto wordt niet op de pas wordt geprint. Een archiefpas is persoonlijk en niet overdraagbaar aan derden.
4. Een archiefpas is vijf jaar geldig vanaf het moment van uitgifte.
5. Verandering van adres van de archiefpashouder en verlies, diefstal of beschadiging van de archiefpas dienen onmiddellijk te worden gemeld.
6. Een archiefpas wordt gratis verstrekt, maar bij vervanging van de pas ten gevolge van verlies, diefstal of beschadiging worden kosten in rekening gebracht.

Artikel 11 *Gedragsregels Studiezaal*

1. Een bezoeker die toegelaten wil worden tot de Studiezaal, is verplicht overjas en tas op te bergen in de garderobe.
2. Naar de Studiezaal mogen alleen schrijfblok, potlood, laptop (zonder tas), fototoestel

en eigen aantekeningen worden meegenomen. Meenemen van een eigen of geleend boek is toegestaan na schriftelijke toestemming van de medewerker Informatiecentrum. Bij het verlaten van de Studiezaal worden schrijfblok, laptop en eventueel meegenomen boeken gecontroleerd door de medewerker Beveiliging. Het is niet toegestaan om eet- of drinkwaren mee te nemen naar de Studiezaal.

3. Mobiele telefoons dienen in de Studiezaal te zijn uitgeschakeld.

4. De medewerkers zijn bevoegd om de in lid 2 van dit artikel genoemde materialen die door bezoekers worden meegenomen in de Studiezaal, te controleren en kunnen bezoekers verzoeken deze ter controle te overhandigen.

5. De originele archiefbescheiden dienen met zorg te worden behandeld. Het gebruik van een boekensteun en het dragen van handschoenen kan verplicht gesteld worden. Bepaalde typen archiefbescheiden mogen alleen op daartoe aangewezen tafels worden geraadpleegd.

6. Aanvragen voor raadpleging en gebruik van archiefbescheiden kunnen tot 30 minuten voor sluitingstijd van de studiezaal worden ingediend. Per keer wordt één eenheid van archiefbescheiden aan een bezoeker uitgereikt. Na inlevering van een eenheid wordt een volgende eenheid verstrekt. In overleg met de medewerkers kunnen meerdere eenheden, tot maximaal 20 stuks, tegelijkertijd worden aangevraagd en worden gereserveerd. De archiefbescheiden mogen de Studiezaal niet uit.

Artikel 12 Gedragsregels Informatiecentrum

1. Een bezoeker die toegelaten wil worden tot het Informatiecentrum, wordt verzocht overjas en tas op te bergen in de garderobe.

2. In het Informatiecentrum mogen met uitzondering van afsluitbare flesjes water geen eet- en drinkwaren worden binnengebracht noch gebruikt.

3. De pc's in het Informatiecentrum zijn bedoeld voor raadpleging van het internet en voor raadpleging en gebruik van de archiefbescheiden van het Stadsarchief. Het is niet toegestaan op de pc's andere dan door het Stadsarchief beschikbaar gestelde software te gebruiken.

Artikel 13 Fotografieren, filmen en scannen

1 Reproductie van archiefbescheiden door middel van fotografie, film of scanapparatuur in de Studiezaal en in het Informatiecentrum is toegestaan na vooraf verkregen toestemming van of namens de directeur.

2 Toestemming voor reproductie van archiefbescheiden wordt gebruikers verstrekt, mits de materiële toestand van de archiefbescheiden dit toelaat en behoudens wettelijke of contractuele beperkingen.

3 Voor iedere vorm van openbaarmaking of verveelvoudiging van reproducties van archiefbescheiden gemaakt door of voor gebruikers is vooraf schriftelijke toestemming vereist van de directeur of van rechthebbenden op auteursrechten en verwante rechten op de gereproduceerde archiefbescheiden.

Hoofdstuk 4 Tentoonstellingszaal, Schatkamer, Filmzaal en Hal

Artikel 14

Presentaties vinden plaats in de Tentoonstellingszaal, Schatkamer, Filmzaal, Hal of in andere ruimtes van gebouw De Bazel, Vijzelstraat 32, Amsterdam

Artikel 15

Aan de toegang tot of het bijwonen van een presentatie kunnen kosten verbonden zijn. De eventuele prijs van een toegangsbewijs wordt per presentatie bepaald door de directeur.

Artikel 16

Een bezoeker die toegang wenst tot een ruimte waar een presentatie is georganiseerd, kan verplicht worden gesteld overjas en/of tas op te bergen in de garderobe. De directeur beslist per presentatie of garderobegebruik verplicht is.

Artikel 17

In de tentoonstellingszaal mogen geen eet- en drinkwaren worden binnengebracht, noch gebruikt. Ook bij presentaties in andere ruimtes kan een verbod op het binnenbrengen en nuttigen van eet- en drinkwaren gelden. De directeur beslist per presentatie of een dergelijk verbod van kracht is.

Artikel 18

Fotograferen, filmen en scannen kan verboden worden in een ruimte voor presentatie. De directeur beslist per presentatie of fotograferen, filmen en scannen is toegestaan.

Hoofdstuk 6 Slotbepalingen

Artikel 19

Iedere bezoeker die meent dat in zijn of haar geval onterecht beslissingen of maatregelen zijn genomen op basis van deze Huisregels kan een klacht indienen bij de directeur, conform de klachtenprocedure van het Stadsarchief.

Artikel 20

Deze Huisregels voor de bezoekers van het Stadsarchief van de gemeente Amsterdam zijn door de directeur vastgesteld op 4 november 2013 en treden in werking vanaf de datum van vaststelling.

Artikel 21

Deze regels kunnen worden aangehaald als Huisregels voor de bezoekers van het Stadsarchief Amsterdam 2013.

附錄 6：荷蘭皇家圖書館使用規定

Regulations for using the Koninklijke Bibliotheek Effective date: 1 January 2014

These Regulations also apply to visitors to the Netherlands Music Institute.

Article 1 - Functions

The Koninklijke Bibliotheek (KB) is the National Library of the Netherlands. The KB makes its collections and facilities available to visitors for research, study and cultural purposes in the library itself and on the internet.

Article 2 - Registration and access

1. Persons using the facilities of the KB must register. A valid KB pass is required to enter the public areas of the KB. An access code and password are required to use digital services and for access to licensed files.
2. A KB access code/password and/or pass is available to people from the age of 17 on payment of the applicable fees and authentication using DigiD or on provision of a valid identity document and proof of address. Visitors to the library who are 17 or over and who only wish to use the public areas and/or freely available digital or physical publications may apply for a free KB reading room pass on provision of a valid identity document. Under strict conditions, the KB will grant limited access to staff of an institution with an institutional pass. An institutional pass must be requested from the Director General in writing.
3. The KB pass and access code/password are strictly personal and may not be transferred to third parties.
4. The KB pass remains the property of the KB, is valid for one year from the date of issue and must be renewed annually for continued access to services.
- 5 The KB must be notified immediately if a KB pass is lost, stolen or damaged. An administration fee will be charged for the issue of a new pass.
6. Persons under the age specified in article 2.2 may write to the Director General to request access to the library or remote use of its services stating their reasons.

Article 3 - Facilities and conduct

1. Passholders may enter the public spaces and use the freely accessible digital and physical publications.
2. A purchased KB pass allows use of all collections and facilities in the library itself and elsewhere by internet.
3. Restrictions on the use of certain services may be imposed on institutional

membership.

4. Visitors are not permitted to make photocopies of newspapers or certain categories of fragile publications.

5. Visitors may use their own digital cameras in the KB to photograph material in the collection subject to the following conditions:

- the reading room staff on duty have given permission. Permission will be refused if the material is too fragile (as determined by the duty staff);

- no aids may be used to take the photograph (for example, to hold a book flat); - other users of the reading room must not be disturbed by the photography;

- flash may not be used; - the photographs may only be for personal study and not for uses with a direct or indirect commercial purpose;

- the user is personally responsible for complying with legal provisions on publication and replication.

6. Use of the Special Collections and the related reading room is governed by the Special Collections Reading Room Regulations.

7. The separate regulations that appear when a PC is started up govern the use of the PCs in the public areas of the KB. Improper use is not permitted. Improper use includes viewing or sending offensive images or text and breaking into computer systems.

8. Visitors must not behave in a discourteous or disruptive way. Silence must be observed in the reading rooms.

9. For the safety of the collections and equipment, coats, jackets and bags and items that could cause damage must be stored in the cloakroom.

10. Equipment such as mobile phones, laptops, PDAs, etc. may be used in silent mode in designated areas. Calls may not be made or received in public areas except in designated areas.

11. Smoking, eating and drinking is prohibited. Food and drink may not be brought in.

12. Pets are not admitted.

Article 4 - Loans and returns

1. The Director General determines which categories of digital and physical publications may and may not be consulted or lent and the maximum number of publications that may be borrowed at one time.

2. Borrowed publications must be returned by the due date.

3. A borrowed publication is accompanied by a voucher that states the return date. This voucher can be stamped as proof of return when the material is returned.

4. Anyone who has not applied for renewal in good time and exceeds the loan period will be requested in writing, by telephone or electronically to return the borrowed

work immediately. If there is no response, a second reminder will be issued after two weeks. If that reminder is ignored, a fine will be levied for each publication returned late from fourteen days after the date of the second reminder and borrowing rights will be suspended. Written notice of default will be issued if there has been no response to the reminder four weeks after the date of the second reminder and the borrower will be liable for all costs, including legal and out-of-court costs, incurred by the KB as a result of the late return, including the replacement value of the borrowed item, plus a fine. The borrower may also be barred permanently or temporarily from using the library.

5. If publications are returned by post, they must be packed carefully and the correct postage must be paid.
6. If proof of return is required for items returned by post, the borrower must enclose the voucher and a stamped self-addressed envelope with the borrowed publication. In that case, he/she will receive the stamped voucher by return.
7. Visitors must treat borrowed publications with care. Publications must be protected from harm during transport and use outside the library. Notes and comments must not be made in books or magazines, nor may publications be damaged in any other way.
8. The borrower may not give publications of the KB to third parties.
9. Borrowed publications may not be taken outside the Netherlands without the written permission of the Director General.
10. Publications will not be lent for use outside the building to persons living outside the Netherlands or with no fixed address except with the permission of the Director General.
11. A person who wishes to examine a publication not freely available for consultation must submit a request to this end to the Director General stating their reasons.

Article 5 - Consultation of digital files

1. Digital services requiring a purchased KB pass and/or access code/password may only be used for private use and/or study and not for business and/or commercial purposes.
2. The user of a full text digital file may not perform any action which endangers the normal use of the file or damages its producer.
3. Users are not permitted to consult digital files through the KB if the producer's licence conditions do not permit this.
4. The KB pass and access code/password are strictly personal and may not be transferred to third parties.
5. Penalties are set out in article 9.1.

Article 6 - Theft and hacking

1. Any attempt to leave the building with a publication owned by the KB and not available for lending is theft and may lead to a permanent ban from the library or a ban for a period set by the Director General. This also applies to taking equipment or publications available for lending if the loan has not been recorded by the lending desk.
2. A hack or attempted hack of computer systems will be reported immediately to the police and will result in exclusion from all KB services.

Article 7 – Liability

1. The KB is not liable for property that visitors leave in the KB or in publications of the KB.
2. The KB accepts no liability for loss or theft of property left in the cloakroom or lockers.
3. The holder in whose name a KB pass is issued will be liable for its misuse by third parties.
4. Passwords or access codes issued by the KB for the use of software and files are strictly personal. The KB will not be liable for damage arising because visitors have used access codes carelessly or as a result of carelessness in logging in or out.
5. Visitors may be held liable for the consequences of introducing a computer virus to the KB's systems.
6. The perpetrator will be liable for the damage arising from a hack of the computer systems.
7. The KB is not liable for damage arising from deficiencies in digital or printed information made available by the KB.
8. Any person who damages the building or fixtures and fittings, loses or damages a publication of the KB or uses a computer system carelessly will be held liable for the related costs, including administrative costs, and may be excluded temporarily or permanently from the library.

Article 8 - Data protection

1. The KB protects the personal information of its registered passholders pursuant to the rules and conditions in the Personal Data Protection Act (Wet Bescherming Persoonsgegevens).
2. The KB records personal data for the purposes of its lending records, providing products and services and communications with passholders on these products and services.
3. The KB will ensure that this information is not used for purposes unrelated to this.

The information is not supplied to third parties unless the KB is legally required to provide identity and/or usage data by order of the police or judicial authorities to assist the prevention, detection and prosecution of a criminal offence.

Article 9 – Enforcement

1. Persons using the KB must obey these Regulations for using the Koninklijke Bibliotheek, the organisational rules for good order and instructions of the staff in general. The full text of these regulations is available on the KB website. A printed version of these regulations will be handed to anyone on request; all users of the library are assumed to be familiar with the text. Failure to comply with these regulations and/or instructions of the staff may lead to temporary or permanent exclusion from certain facilities or access to the library.
2. Complaints by visitors/users will be dealt with according to the procedure in the KB Complaints Scheme (Klachtregeling KB) drawn up by the Board of Governors.

Article 10 - Authority

1. The Director General sets the library opening hours, fees and the opening hours of the catering facilities. He determines the period of exclusion from the library.
2. The Director General will decide in any case not provided for in these regulations. The Regulations for the use of the KB have been drawn up pursuant to the KB Governance Regulations (Bestuursreglement van de Koninklijke Bibliotheek) dated 15 October 2008 and operative from 7 May 2009. This English version is a translation of the Dutch text and the Dutch text will prevail in the event of differences. J.S.M. Savenije Director General The Hague, 1 January 2014

附錄 7：荷蘭皇家圖書館特別收藏閱覽室使用規則

Special Collections Reading Room Regulations

Supplement to the *Regulations for using the Koninklijke Bibliotheek*
Effective date: 1 September 2011

Article 1 – Opening hours

The Special Collections Reading Room is open Monday to Friday from 10.00 am to 6.00 pm. Material can be requested during these hours. Requested material is delivered at fixed times.

Article 2 – Access

The reference section of the Special Collections Reading Room is only open during the above hours to visitors with a KB pass. Visitors must hand in their KB pass at the desk. No coats, jackets, bags (including laptop bags), KB baskets or food and drink may be brought in. Coats, jackets and bags must be left in the cloakroom by the main entrance.

Article 3 – Security

Camera surveillance is in use in the reading room. Certain works will be weighed at the desk before and after consultation. The KB reserves the right to inspect your working material when you leave the reading room.

Article 4 – Applications

You can only apply for books and manuscripts if you have a KB pass. Applications may be made through the KB website, by telephone or to a member of staff at the Special Collections Reading Room desk. When the reading room closes, you must hand in the works you were examining at the desk and your KB pass will be returned to you. Mediaeval manuscripts and any works that were weighed before consultation must be handed in every time you leave the reading room. Books and manuscripts can be held for you for one week.

Article 5 – Consultations

Visitors to the reading room must use the workplace indicated by the desk staff when consulting items. Supports and cushions available in the reading room must be used on request of the reading room staff when consulting mediaeval manuscripts, other precious works and large-format works. A table equipped with a newspaper support must be used when consulting newspapers. You will receive no more than four items for examination at any one time. Further restrictions may be imposed for manuscripts, files of letters and other fragile material. Certain items are not available for examination or only with special permission. You may examine reproductions if they are available.

The following rules also apply:

- only pencils may be used for writing in the Special Collections Reading Room. Pencils are available on request from the desk;
- do not touch books or manuscripts more than necessary. Miniatures may not be touched;
- you must put down your pencil when turning pages;
- paper you are writing notes on may not be rested on the original;
- book supports must always be employed when a laptop is used during a consultation;
- letters in files and other loose-leaf material must be kept in order;
- food and drink may not be brought in or consumed;
- do not disturb the peace of the reading room.

Article 6 – Reproductions

It is possible to have photographic and digital reproductions made of manuscripts and printed works. Forms are available at the desk. Visitors may not make their own photocopies. The desk staff will determine whether and, if so, how and how quickly a reproduction can be made.

Visitors may use their own digital cameras in the KB to photograph material in the collection subject to the following conditions:

- the reading room staff on duty have given permission. Permission will be refused if the material is too fragile (as determined by the duty staff);
- no aids may be used to take the photograph (for example, to hold a book flat);
- other users of the reading room must not be disturbed by the photography;
- flash may not be used;
- the photographs may only be for personal study and not for uses with a direct or indirect

- commercial purpose;
- the user is personally responsible for complying with legal provisions on publication and replication.

Article 7 – Publication

The Koninklijke Bibliotheek would appreciate full acknowledgement of works from its Special Collections on publication and be grateful for a complimentary copy, extract or photocopy or, if this is not possible, notification of publication.

Article 8 – Reference library

There is a classified reference library in the reading room. Visitors may withdraw books from the shelves. After use, these books must be left on the reading desk. Books may not be removed from the reference library and may not be lent out. Ask permission from the desk staff before making photocopies of works in the reference library.

This English version is a translation of the Dutch text and the Dutch text will prevail in the event of differences.

J.S.M. Savenije
Director General
The Hague, 6 September 2011

附錄 8：海牙市檔案館數位化申請手冊

Handleiding digitaliseren op verzoek

Stap 1.

Om een verzoek in te kunnen dienen voor digitalisering van een inventarisnummer uit de archieven van het Haags Gemeentearchief gaat u naar www.gemeentearchief.denhaag.nl.

Stap 2.

Tik in het veld 'zoeken in collecties' uw zoekterm in en druk op 'enter'. Bijvoorbeeld, u doet onderzoek naar de herkomst van de kleuren van de Haagse vlag.

Zoeken in collecties

Haagse vlag

U doorzoekt hier alle collecties en toegangen. Druk op ENTER nadat u een zoekterm heeft ingevoerd.

Klik hieronder op 'uitgebreid zoeken' om de verschillende

Stap 3.

U heeft nu een overzicht van alle zoekresultaten binnen het Haags Gemeentearchief. U heeft het zoekresultaat 'archieven' nodig. Klik op 'resultaat'.

zoekresultaat Haags Gemeentearchief

Totaal: 73% 721 bezig... Teraug Help

status Bekijk melding

Per collectie

Affiches	 100%	1 gereed	Resultaat
Archieven (beschrijvingen van)	 100%	2 gereed	Resultaat
Bevolkingsregister - Repertoires Notarieel	 100%	0 gereed	-

Stap 4.

Hier krijgt u een overzicht van alle zoekresultaten binnen archieven. Kies de beschrijving die u aanspreekt en klik op details.

zoekresultaat Haags Gemeentearchief

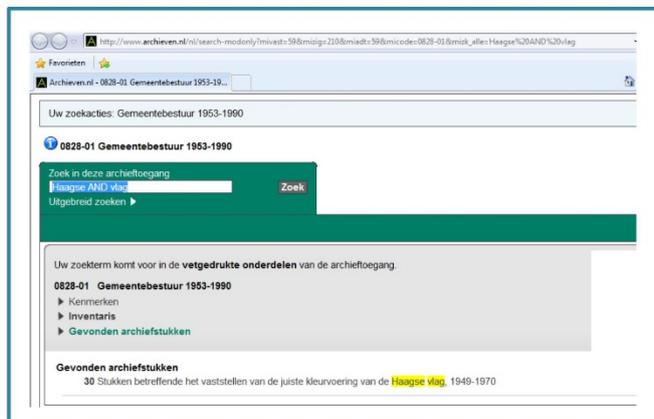
Collectie Archieven (beschrijvingen van) Teraug Help

1

#	Details	Beschrijving
1	Details	Titel: Gemeentebestuur 1953-1990 Datering: (1881) 1953-1990 (1993)
2	Details	Titel: Vereniging Haagse Kunstkring Datering: 1891-1975

Stap 5.

U komt nu automatisch op de website 'archieven.nl' waar het zoekresultaat wordt getoond. Klik op het inventarisnummer dat onder 'Gevonden archiefstukken' staat. In dit geval, nr. 30.



Stap 6.



In dit geval blijkt het inventarisnummer al gedigitaliseerd te zijn. Wanneer u op het pdf icoontje klikt, wordt het bestand voor u opgehaald. Dit kan enkele minuten duren. U kunt zelf bepalen of u het bestand wilt openen of opslaan.

Een digitaliseringsverzoek indienen

Is het inventarisnummer nog niet gedigitaliseerd? Dan kunt u een verzoek tot digitaliseren indienen. Klik op het inventarisnummer en vervolgens op dit icoontje:



Ontbreekt dit icoontje? Dan komt het inventarisnummer niet voor digitalisering in aanmerking.

Op uw computerscherm ziet dit er zo uit:

The screenshot shows a web application interface for '0253-01 Vereniging Haagse Kunstkring'. At the top, there is a search bar with the text 'Zoek in deze archiefvoegang' and a search button labeled 'Zoek'. Below the search bar, there is a message: 'Uw zoekterm komt voor in de **vetgedrukte onderdelen** van de archiefvoegang.' The main content area displays search results for '0253-01 Vereniging Haagse Kunstkring', including a list of 'Gevonden archiefstukken'. One of the results is '316 E. Boot, F. de Haas, S. Vlag, 1966 mrt 12 - 24'. A red arrow points to a download icon (a document with a downward arrow) located in the bottom right corner of the search result entry.

Stap 7

Vul uw naam en emailadres in en klik op versturen.

The screenshot shows a form titled 'Verzoeken tot digitalisering (1 artikelen)'. The form contains a table with the following data:

Materiaal	Omschrijving
Toegang 0253-01, Inv.nr. 315	315 E. Boot, F. de Haas, S. Vlag, 1966 mrt 12 - 24 verwijder

Below the table, there is a section titled 'Uw gegevens' with two input fields: 'Naam *' with the value 'Jan Jansen' and 'Email *' with the value 'jan@jansen.nl'. At the bottom right of the form, there are two buttons: 'Verder zoeken' and 'Versturen'. Below the buttons, the text 'Mijn Studiezaal' is visible.

Vanaf nu wordt u via de e-mail op de hoogte gehouden van de status van uw aanvraag. U krijgt snel bericht dat de pdf online voor u klaar staat.

參考資料

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