

Municipal Archives of Le Havre

PROCEDURE FILE: N ° 06

RESEARCH OF ICONOGRAPHIC DOCUMENTS FOR THE PURPOSE OF ILLUSTRATION OF A PUBLICATION

You are looking for photos, engravings, plans, diagrams, on the old or modern city Le Havre and its surroundings?

The site of the Municipal Archives can, with nearly 15,000 iconographic documents, meet your expectations.)

Search procedure

The Havre Municipal Archives site is directly accessible from a private computer station by the link: <https://archives.lehavre.fr/>

The heading "Vous recherchez ?" ("you are looking for?" ») gives access to four active buttons, the first of which on the right (a small orange computer cabinet) must be activated by a left click of the mouse.

VOUS RECHERCHEZ ?



When the window opens, a banner appears at the top of the page:

ARCHIVES – Portail de consultation

which confirms the entry into our archive database.



Rechercher dans les archives

- Fonds et Versements
- Articles d'archives
- Registres numérisés
- Documents Iconographiques
- Documents Audio-Vidéo
- Objets
- Délibérations
- Urbanisme

Bibliothèque Presse

- Bibliothèque
- Presse

Bienvenue aux Archives municipales du Havre

Vous êtes sur le portail de consultation des Archives municipales du Havre.

Cet espace dédié à la recherche permet de consulter les ressources de la base de données des Archives. Celle-ci est mise à jour quotidiennement.

Ce portail permet également d'effectuer des recherches généalogiques grâce aux registres mis en ligne.

Bonnes recherches !

On the left side is a menu, the first item of which "rechercher dans les archives" ("search in the archives") gives the possibility to refine the investigations by a left click of the mouse on "iconographic documents".

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The thin yellow banner that then appears offers the possibility of selecting the search mode according to its agility in mastering the computer tool.

For a first search it is advisable to left click on "**simple**". A new window opens, offering the possibility to search:

- by the call number or reference of the document (if you already know it);
- by the title of the document;
- by analyzing the document that describes the environment of the subject represented;
- the author of the snapshot (if you know him).



Rechercher

Cote

Titre

Analyse

Auteur

Types de documents

NB : les caractères '@' ou '*' peuvent être utilisés comme joker dans vos recherches (sauf pour les dates) @ automatique

In the event of a broad search on a subject, for example on the cranes of Port Havre, it is recommended, in the "titre" or "analyses" section, to type only one word:

- If the word "grues" is written: only 4 notices go up in presentation;
- If the word "grue" is entered: 15 notices appear, which also include the 4 previous notices;
- If the sentence « grues du port du Havre » is written: an enormous set, but perfectly unmanageable, of 2168 notices will appear, of which 2153 are useless because off topic.

It is therefore advisable to carefully select the keyword to be entered in "title", or in "analysis".

Why not call on the Archives service directly to carry out the selection?

Because the applicant, depending on the constraints (framing, subject, angle, quality, detail, etc.) **that only he knows**, can select the document that will exactly meet his desire for illustration.

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WARNING : If a dimension (corresponding to a reference number) and an analysis appear without being preceded by an illustrative sticker, this means that the iconography exists in our reserves, but that it has not been scanned.

Cote (Call number) : [47Fi830](#): Quai Joannès-Couvert. Vue prise depuis un navire situé dans le bassin Théophile-Ducrocq. A gauche, le paquebot Colombie amarré quai Joannès-Couvert, devant la gare maritime et ses grues. Derrière, deux remorqueurs à quai et un cargo. Sur la gauche, les ateliers de la compagnie générale transatlantique. [...]

It is therefore not digitally available for immediate viewing.

Conversely, if an illustrative thumbnail precedes the rating and the analysis, this means that the iconography has been scanned and that it exists in an exportable digital view.



Cote : [33Fi25](#) Déchargement d'une cargaison de minerai. À gauche, le quai avec des grues posées sur rails et derrière, plusieurs tas de minerai. Au pied des grues, on aperçoit un wagonnet et un baquet renversé. Sur la droite, un cargo amarré vue de la proue ; on peut y apercevoir un marin. [...]

[\(1 \) image associée](#)

Rating: [33Fi25](#) - Unloading a cargo of ore. To the left, the wharf with cranes on rails and behind it, several heaps of ore. At the foot of the cranes, we can see a wagon and an overturned tub. On the right, a moored freighter seen from the bow; you can see a sailor there. [...] associated image)

The documents, from our publicly available database, presented in thumbnails next to the analysis are, however, intentionally in low resolution.

It is therefore imperative to take precise note of the document number (for example: 33Fi25, for the above iconography) and to make the official request to our service at the following email address: archives@lehavre.fr

When requesting it will be necessary to:

- Justify the use, indicating the use that will be made of the iconography;
- Indicate precisely the dimension (s) of the expected documents;
- Specify before attention the email address to which the digital document (s) will be exported.

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The iconographic document will then be provided in high resolution and perfectly usable to illustrate a paper.

A period of approximately 15 days will be necessary before obtaining the iconography;
This time will be extended if the document has not yet been scanned;
Some documents cannot be reproduced because they are too large (eg geographic plans, architectural drawings, posters, etc.);
If the requested number of documents is important, an export by Xfiles will be proposed;

You will be asked to mention in the document, book or report, the sources and the number of the iconography used, in accordance with the example opposite:

- Municipal Archives of Le Havre 7Fi0987

Have great researches and discoveries!

Th. V.
10-juillet-2020