

MODEL READING ROOM RULES

Reading room rules of the Archive of the Jewish Museum in Prague
issued pursuant to Article 36 (a) of Act No. 499/2004 Coll., on archives and record
management and on amendments of some acts as amended (= zákon č. 499/2004 Sb., o
archivnictví a spisové službě a o změně některých zákonů):

Article 1

General Provisions

- (1) Records may only be studied in defined premises intended for the purpose (hereinafter referred to as the "Reading room" only) and provided that statutory conditions are met. Individuals demanding an opportunity to study the records (hereinafter referred to as the "Reader" only) shall not be provided with access to the area where records are stored.
- (2) A Reader shall register upon entering the Reading room in the Reading room visitor register and shall indicate therein a date of visit, his/her first name and surname and a signature.
- (3) In the Reading room of the archives, a Reader shall fill out a reader's ticket, which serves, at the same time, as an enquiry for a consultation of records. A Reader shall proof his/her identity by presenting his/her identity card, passport or, if applicable, another personal identification document, to a supervising employee present in the Reading room who shall check the accuracy of data indicated in the reader's ticket. A Reader shall fill out a new reader's ticket for every calendar year during which he/she intends to study records and in case of any change in the purpose of his/her studies or in the subject of the studies.
- (4) Prior to entering a Reading room, a Reader shall leave his/her coat, hand luggage and other items in a designated area. Individuals who are unclean or under the influence of alcohol or drugs may not enter the Reading room.
- (5) It is required to maintain quietness in the Reading room and to refrain from smoking, eating, drinking or using telephones.

Article 2

- (1) During consultation, a Reader shall observe any instructions provided by the supervising employee responsible for the Reading room. A supervising employee responsible for the Reading room may require a Reader to use medium hard pencils only when making extracts or taking notes from some types of records. A supervising employee responsible for the Reading room shall not be required to assist a Reader with reading records texts, with a translation thereof into other languages, or with providing information on historical facts associated with the records etc.
- (2) A Reader shall handle records with as much care as possible. Records may not be used as writing pads and it is not allowed to directly copy records by means of using carbon paper, to underline text, cross out text or insert notes in records, neither to use the same in other ways or for other purposes than consultation.
- (3) No more than one person may consult records inquired by a Reader at a time. This person shall be the Reader in whose reader's ticket the presented records have been registered. In justified cases including e.g. didactic purposes, educational trips etc., a supervising employee responsible for the Reading room may allow a consultation to be performed by more than one person.
- (4) Records shall be presented to a Reader in time, total quantity and quantity per visit day in accordance with operating terms and technical convenience of the archives while taking into account the importance and the purpose of the study. The quantity of records presented shall allow for a supervising employee responsible for the Reading room to easily check the number and the condition thereof upon a return.
- (5) Records shall not be reserved for the Reader in the Reading room in case the Reader fails to commence his/her consults thereof within thirty calendar days following the agreed date of submission or in case he/she interrupts the consultation for a time period of more than thirty days.
- (6) The archives shall permit another Reader to consult records if the Reader who applied earlier and for whom the records were reserved earlier so permits or if each Reader demonstrably consults the records for a different purpose or is engaged in a different area of studies. In case of a parallel consultation of records by two or more Readers, the archives shall permit a consultation thereof to be performed by the

Reader for whom they were reserved earlier. Disputed cases shall be resolved by the director (head) of the archives.

Article 3

- (1) On the condition that the stipulated requirements are met (e.g. quietness in the Reading room) and unless any disturbance is caused in regard to other Readers, it is possible to use, upon a permission to do so is given by a supervising employee responsible for the Reading room, one's own copying or recording device in the Reading room to make copies or reproductions of records for the purposes of the Reader's personal study-related use. Such permission shall be given by signing a written application filled out by the Reader, the form of which is attached to the master Reading room Rules. This shall not affect the means of protection of possible ownership rights, copyrights and associated rights.
- (2) Equipment used to make the consultation of records easier (e.g. portable computers, tape recorders etc.) may be deployed upon an agreement with a supervising employee responsible for the Reading room unless other Readers are disturbed thereby.
- (3) Following the end of consultation of records, the Reader shall leave his/her place in the Reading room in a due condition. Extracts, notes and other aids or items shall not be left behind in the Reading room by the Reader and shall be taken away by him/her.
- (4) Every time a Reader completes a consultation of records, the Reader in the quantity and condition in which the same had been presented to the Reader shall return the records.
- (5) The Reader may use any information obtained from records for the purposes indicated in the reader's ticket only. Every time such information is used in expert or other projects, the name of the archives shall be mentioned as well as files, class marks and inventory numbers of records (archive data) used.
- (6) To the extent that a Reader publishes a work that resulted from studying the records stored in the archives, he/she shall send one copy thereof to the archives (e.g. records edition). In case the Reader used records stored in other archives, he/she shall send the published work only to the archives whose records were used

prevailing while the other archives shall receive bibliographic data on the work only.

Article 4

Using Finding aids

- (1) The archives shall allow the Readers to consultation finding aids once the finding aids are registered in the reader's ticket.
- (2) Finding aids showing features of an object of copyright protection shall be handled similarly to records and to works of literature if presented for consultation.

Article 5

Making Copies or Reproductions of records

- (1) The archives shall make copies or reproductions of records that are studied or needed for Reader's official or personal work indicated in the reader's ticket with respect to a possible prior consent of the owner of records or to copyright and associated rights. Copies or reproduction of records shall be provided if operating conditions and technical possibilities of the archives so allow. Copies or reproduction of records whose physical condition so disallows shall be denied.
- (2) Copies or records of non-published finding aids shall be denied unless the copyright holder gives consent.

Article 6

Lending Records for Study Purposes Outside the Archives Premises

- (1) Lending originals of records to archives different from the one where they are stored may be permitted, for consultation purposes, by the director (head) of the archives in exceptional cases with respect to the intention, purpose and circumstances of the use thereof, to the safety of such transfer and protection of records at a temporary storage place and in view of the associated costs. Records may not be sent by mail and shall be always delivered under previously agreed conditions by an employee authorized by the director (head) of the archives from which the records are being borrowed.

- (2) Lending originals of records outside the archives may be permitted by the director (head) of the archives in exceptional cases under conditions set under Subsection 1 only to the owner or, as the case may be, to the originator of the records other than a natural person, and to a government authority, local government authority and individuals qualified to inspect documents under a special legal regulation as required by the performance of their public office.
- (3) Unless the Czech Republic owns a record placed in public archives, a legal entity established by virtue of law or by a territorial local government unit, the record may be lent only if a written consent of the owner thereof is provided.
- (4) The archives shall issue to the borrower a statement including:
- a) A precise list of records lent
 - b) Purpose of the borrowing
 - c) Date of the borrowing and the return due date
 - d) If it is a natural person, first name, family name and permanent address of the borrower according to his/her identity card
 - e) If it is a legal entity, registered office of the borrower and first name, family name and permanent address of the person authorized thereby
 - f) If it is a legal entity, signature in hand provided by the borrower or by a person authorized by the borrower and an official stamp of the borrower
- (5) Lent records shall be registered in the archives in a special log of lent and borrowed items.

Article 7

Using the Library of the Archives

The Reader may use books, magazines and newspapers from the archive library in regard to the study topic and within the scope thereof. Using books, magazines and newspapers from the archive library for studying purposes shall be governed by the borrowing rules issued by the director (head) of the archives.

Article 8

Educational trips in the Archives

Visitors attending an educational trip in the archives shall register in the Reading room visitor register. Entry to any premises of the archives other than the Reading room may be permitted by the director (head) of the archives and shall be completed under a supervision of an employee authorized by the director (head) of the archives.

Article 9

Payment for Services Provided to Readers

- (1) Payment for services provided by the archives to Readers upon their request shall be stipulated in the price list of services.
- (2) The price list of services shall be available to Readers in the Reading room of the archives.

Article 10

Final Provisions

In the event that the Reader breaches any of the fundamental duties imposed by means of the Reading room Rules, further consultations of records may be denied or, as the case may be, a consent once given may be revoked.

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Signature