

APPROVED

by Order No. V-05 of 2021-02-24,
issued by the Director of the
Wroblewski Library of the
Lithuanian Academy of Sciences

**RULES FOR READER SERVICES IN THE MANUSCRIPTS DEPARTMENT OF THE
WROBLEWSKI LIBRARY OF THE LITHUANIAN ACADEMY OF SCIENCES**

I. GENERAL PROVISIONS

1. These rules have been developed in compliance with the legislation regulating the activities of the Library.

II. PERMISSION TO ACCESS MANUSCRIPTS

2. Only persons who submit a mediation (motivation) letter from a research institution or other institution and complete the reader registration form for the Manuscripts Department (Supplement 1) may access materials held in this Department.
3. Permission to access materials held in the Manuscripts Department is granted by the Library Director or by a person authorized by the Library Director (usually, by the Head of the Department).
4. Such a permission is issued for one year.
5. A mediation letter is not required to access dissertations.

III. READER SERVICE

6. The use of manuscript documents and reference materials held by the Department is restricted to the Tadeusz Wroblewski Reading Room. No personal items, except for a pen, paper (or a notebook, etc.) for taking notes, and a laptop computer, are allowed in the reading room.
7. Please submit the mediation (motivation) letter (if coming for the first time) and your reader's card to the Reading Room staff member.
8. Please submit your request for a document to the Reading Room staff member. You may hand it over face-to-face, or send it by post, e-mail, or fax. When a request is sent by e-mail or fax, we accept it for processing only if the sender is a registered reader, the request is legible, and the sender is identifiable.
9. Before delivering requested materials to a reader, the Reading Room staff member will review the condition of each item. The staff member will enter the call number of a delivered item in the Document Registration Book.
10. Requested materials will be delivered after the reader signs the Document Registration Book. No more than 10 items will be delivered at once; in some case only one item (a parchment, a particularly large set of documents, etc.) will be retrieved. In the case of items consisting of one or several folia, a reader may request more such items, up to a maximum of 20 items per day. The reader is responsible for the security of the materials in use. After the reader returns an item, the reading room staff employee will check its physical condition.

11. An item will be retrieved within an hour after it has been requested. A new request will be accepted after the reader has returned the items already in use. When a request submitted after 16.00, the item is retrieved the next day or a later day as specified by the requester.
12. Only materials in satisfactory physical condition are made available to readers. If any kind of copy exists for a document (digital copy, photocopy or microfilm), the original will not be made available. If originals are required for a reader's research, the Head of the Department will decide on whether to let the reader use them.
13. If the requested items cannot be retrieved (access restricted by law, physical condition is unsatisfactory, the items are uncatalogued or currently exhibited, etc.), the reader will be informed about this, providing the reasons for denial of the request and the estimated time of the retrieval of the documents.
14. The following provisions apply to those materials access to which is restricted by law:
 - 14.1. Materials accepted for storage under a contract will be delivered to readers on the conditions specified in the contract.
 - 14.2. Materials containing personal or other restricted information concerning another individual, will be delivered to readers only with written consent of the donor of the collection.
 - 14.3. Materials the use of which can be harmful to their physical condition will not be made available (only their copies will be provided).
15. Retrieved items will be kept on hold in the Reading Room for 15 days. If the requester fails to arrive or to notify the Library about his/her arrival, the retrieved items will be returned to the repositories.
16. If a reader intends to publish a document from the Department's holdings, they must obtain permission from the Library Director.

IV. RIGHTS AND RESPONSIBILITIES OF READERS

17. Readers have the following rights:
 - 17.1. To use manuscript documents and reference publications held by the Department;
 - 17.2. To use the Department's catalogues, lists and descriptions of the collections, and other means of searching for information;
 - 17.3. To be provided with information as to the prospects for cataloguing of items;
 - 17.4. To be provided with information as to the location of an item face-to-face, by telephone, letter, or e-mail;
 - 17.5. To request copies of documents in accordance with the procedure and pricing established in the Library and approved by order of the Director. If the library lacks the necessary copying equipment, documents may be copied at the customer's premises or other institution with a special permission by the Directorate of the Library issued upon submission of a mediation letter from the institution. Copying of the following materials is not allowed: damaged or restored items, sets of documents and entire collections, and inventories.
 - 17.6. To use technical equipment such as a computer, if it does not damage the materials and disturbs other users.
18. Readers have the following responsibilities:
 - 18.1. To notify the Reading Room staff member if the materials are disarranged, torn, cut or otherwise damaged, and this is not specified in their description;
 - 18.2. Having examined the materials, to complete the form for the use of materials, which is enclosed in the folder;
 - 18.3. To begin handing back the materials to the librarian on duty half an hour before the closing time;
 - 18.4. When publishing or citing material held by the Department, to name correctly the library holding the material and to indicate the call number: for example, LMAVB RS F2-4,

fol. 4. When publishing work based on materials held by Manuscript Department of the Wroblewski Library, a reader should present a copy of the published work free of charge to the Library.

19. Readers are not permitted:

19.1. To copy materials with personal equipment;

19.2. To take materials out of the reading room;

19.3. To pass materials on to other readers;

19.4. To damage, falsify, or destroy materials;

19.5. To leave materials (in opened folders) unprotected from light for a longer time;

19.6. To take leaves out of a folder, to put them into a different folder, to classify and number leaves in a folder, to take out cards from the card catalogue, and to classify and number them;

19.7. To fold materials, to create new fold marks, to place bookmarks into a folder or a card catalogue;

19.8. To write notes or otherwise mark the documents, to make cross-outs or corrections;

19.9. To write on paper put on top of material, to rest arms or otherwise lean on materials, to handle materials with dirty or wet hands, and to swipe through materials with a finger or a pen;

19.10. To use an ink pen or a marker while using the materials;

19.11. To use scissors, glue or correction fluid;

19.12. To consume food or drink and to talk on a telephone in the Reading Room.

20. Readers who damage or destroy an item delivered to the Reading Room, or wrongfully use information obtained from such an item, shall be held responsible in accordance with the procedure established by laws, and their workplace or educational institution shall be notified of their misconduct.

21. The Library Director reserves the right to suspend or permanently revoke permission to access materials held by the Manuscript Department for readers who violate these rules.