

APPROVED

by Order No. V-06 of 2021-02-24,
issued by the Director of the
Wroblewski Library of the
Lithuanian Academy of Sciences

**RULES FOR THE USE OF DOCUMENTS HELD IN THE RARE BOOKS DEPARTMENT OF
THE WROBLEWSKI LIBRARY OF THE LITHUANIAN ACADEMY OF SCIENCES**

I. GENERAL PROVISIONS

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

II. READER SERVICE

2. The Department provides reader service to all users who have a valid Library reader's card.
3. Items held by the Department can be requested by searching the Library's electronic catalogue or the card catalogues located in the reading rooms.
4. The use of materials held by the Department is restricted to the Tadeusz Wroblewski Reading Room and the Old Periodicals Reading Room. The requested items will be delivered after the reader produces his/her reader's card and signs the Document Registration Book. Personal items such as bags, backpacks, cameras and copying equipment are not permitted in the reading rooms and should be left in the Library's cloakroom.
5. No more than 10 items will be delivered at once.
6. 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. If a request is submitted after 16.00, the item will be retrieved the next day or a later day as specified by the requester.
7. 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.
8. Damaged materials will not be made available to readers, nor will be those currently on exhibition.
9. If a digital copy exists for a document, the original will not be made available to readers. Readers may examine such originals only in special cases, with permission from the Head of the Department.
10. No old, rare, and valuable publications from the holdings of the Department can be checked out to take out of the Library.

III. COPYING OF DOCUMENTS

11. Copying of documents from the holdings of the Manuscript and Rare Books Departments with personal equipment is forbidden due to the danger of both immediate damage and long-term wear and tear to the documents.

12. Copies of materials held by the department may be made for personal use in accordance with the current "Price list for services provided by the Wroblewski Library of the Lithuanian Academy of Sciences". The Reading Room staff member is authorized to evaluate the physical condition of an item and make a decision as to if, and how, it can be copied.

13. For permission to publish copies of documents held by the Department please apply to the Library Director. It is not permitted to use copies of materials held by the Department for commercial purposes or pass them on to third parties.

IV. RIGHTS AND RESPONSIBILITIES OF READERS

14. Readers have the following rights:

14.1. To use manuscript documents and reference publications held by the Department;

14.2. To use the Department's catalogues, lists and descriptions of the collections, and other means of searching for information;

14.3. To be provided with information as to the location of an item face-to-face, by telephone, letter, or e-mail;

14.4. 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 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.

14.5. To use technical equipment such as a computer, only in case if this does not damage the materials and disturbs other users.

15. Readers have the following responsibilities:

15.1. To notify the Reading Room staff member if the materials are disarranged, torn, cut or otherwise damaged;

15.2. To initiate returning the materials to the librarian on duty half an hour before the closing time;

15.3. 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, L-16/2-8.

16. Readers are not permitted:

16.1. To copy materials with personal equipment;

16.2. To take materials out of the reading room;

16.3. To pass materials on to other readers;

16.4. To rest arms or otherwise lean on materials, to fold them, and to keep them text down;

16.5. To write notes in or otherwise mark the materials, to make cross-outs in the materials;

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

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

18. 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.