

APPROVED

by Order No. V-11 of 2025-05-15,
issued by the Director of the
Wroblewski Library of the
Lithuanian Academy of Sciences

**RULES FOR READER SERVICES
AT THE READING ROOM OF THE MANUSCRIPTS DEPARTMENT OF
THE WROBLEWSKI LIBRARY OF THE LITHUANIAN ACADEMY OF SCIENCES**

I. GENERAL PROVISIONS

1. The Rules for Reader Services at the Reading Room of the Manuscript Department of the Wroblewski Library of the Lithuanian Academy of Sciences (hereinafter – the Library, the Reading Room, the Rules) define the specific requirements for the accessibility and use of the Library items preserved in the Manuscript Department’s collection (hereinafter – items) and in the reference collection.
2. The Manuscript Department of the Library (hereinafter – the Department) is a specialized unit of the Library, where all legal and regulatory acts governing the Library’s activities apply.
3. The Department’s users are provided services in accordance with the Rules for the Use of the Wroblewski Library of the Lithuanian Academy of Sciences and with these Rules.

II. PROCEDURE FOR ISSUING ACCESS PERMITS

4. Access to the items kept in the Department is granted to registered Library users who present a reader’s card, a letter of recommendation and/or a motivation letter from the referring institution or research supervisor confirming their academic activity and research objectives, and/or a free-form statement explaining the purpose of their visit, and who complete a user application form (see appendix) in the Reading Room once per calendar year.
5. The Library examines the submitted documents and decides whether to grant or deny a permit to work with the items held in the Department. The permit is valid for one calendar year. In cases where the permit is denied, the reasons for the refusal and other relevant circumstances are provided. A user, taking into account the reasons cited in the denial, may submit a new recommendation and/or motivation letter from the referring institution or research supervisor confirming their academic activity and research objectives, and/or a free-form statement justifying the purpose of the visit, which the Library will evaluate in accordance with the procedure set out in this section.

III. READER SERVICE

6. Each calendar year, during the first visit, the user is recorded in the Department’s user registration book.
7. Items held in the Department’s collection can be requested after performing a search in the Library electronic catalogue or in the card catalogues located in the Reading Room.
8. The items and the reference collection may be used only in the Reading Room; no materials from the Department’s collection may be checked out for off-site use.

9. Visitors may bring into the Reading Room only a writing instrument, paper, a laptop (without a case or bag), and a device authorized for photographing library materials. All other personal belongings must be left in the Library cloakroom. Users wearing outer garments or carrying bags or backpacks are not permitted in the Reading Room.
10. Personal books or documents, as well as items from other Library reading rooms, are not allowed in the Reading Room.
11. Users may be issued up to 5 (five) items at a time, and no more than 20 (twenty) items per day. The Reading Room staff will decide the exact number of items to be issued in each case, based on their size, format, and physical condition.
12. Items are delivered to the Reading Room within one hour of being requested. A new request can be made only after the user has returned the previously issued items. Requests submitted after 4:00 p.m. will be fulfilled on the next day or a later day specified by the user.
13. Requested items are held in the Reading Room for 5 working days. If the user does not arrive and fails to notify the staff, the items are returned to the storage.
14. When issuing and returning items, the Reading Room staff, together with the user, examine the items and check their physical condition. The Reading Room staff records the user's name and surname and the call number of the issued item in the user registration book, and the user signs the entry.
15. Users are not issued items that are being catalogued, digitized, restored, exhibited, or are in poor physical condition. In cases where it is objectively impossible to issue the requested items, the user will be informed of the reasons and, if feasible, the expected date of availability.
16. The original item will not be issued if a copy (photocopy, microfilm, or CD) or a digital version is available, except in cases where the original is required for scholarly research and a written justification is provided. The decision to issue items rests with the Head of the Department.
17. Items whose access is restricted by law are issued to users as follows:
 - 17.1. Items accepted for storage under agreements are issued to users under the conditions specified in the agreement.
 - 17.2. Items containing private or other restricted information about another person are issued only if the user provides written consent from the originator of the collection.
 - 17.3. Items whose use could damage their physical condition are not issued; only copies of such items are provided.

IV. COPYING OF LIBRARY MATERIALS

18. Users may photograph items required for research using their own equipment free of charge.
19. Digital images of items held in the Department's collection that are intended for public release, for publishing, for use in publications, in exhibition displays, on websites, or elsewhere must be requested by the user through the Library's digitization services.
20. To obtain permission to publish copies of items, an application must be submitted to the Library Director. Copies of items acquired by users may not be used for commercial purposes or transferred to third parties.

V. USERS' RIGHTS, DUTIES, AND RESPONSIBILITIES

21. A user has a right to:
 - 21.1. use the items and reference materials held in the Department;
 - 21.2. use the Department's catalogues and other means of retrieving information;

- 21.3. obtain information on all matters related to the items held in the Department, verbally, in writing, by telephone, or by email;
 - 21.4. photograph the materials being read by the user independently, in agreement with the Reading Room staff;
 - 21.5. request copies of items in accordance with the Library's regulations and fees approved by the Director's order. If the Library does not have the necessary copying equipment, items may be copied at the requester's premises or at other institutions with a special permit from the Library Director and submission of an intermediary letter from the institution;
 - 21.6. use technical equipment (e.g., a computer or camera), provided it does not damage the items and does not disturb other users.
22. A user is obliged to:
- 22.1. report to the Reading Room staff any items that are torn, cut, or otherwise damaged;
 - 22.2. handle restored, defective, or large-format items with particular care;
 - 22.3. return used items to the Reading Room staff at least 30 minutes before the end of the Reading Room's working hours;
 - 22.4. when quoting, citing, or publishing an item, correctly indicate the institution holding the item and its call number, e.g., LMAVB RS F17-11, p.12.
23. A user is prohibited from:
- 23.1. removing items from the Reading Room;
 - 23.2. passing items over to another user;
 - 23.3. copying items without the permission of the Reading Room staff;
 - 23.4. placing any markers in items or catalogues;
 - 23.5. removing notes, slips of paper, or other small objects found in items;
 - 23.6. leaning on items, folding them, placing them text-side down, touching them with dirty or wet hands, or tracing over them with fingers or a pen;
 - 23.7. writing notes, marks, or corrections directly on items;
 - 23.8. writing on items with a sheet of paper underneath;
 - 23.9. using scissors, glue, fountain pens, or markers;
 - 23.10. eating, drinking, or using a phone in the Reading Room.
24. A user who damages or destroys an item issued to them in the Reading Room, or who uses materials unlawfully, is liable in accordance with the law; their improper conduct is reported to their employer or educational institution.
25. If a user violates these rules, the Library Director may revoke or temporarily suspend their permission to work with items.

Supplement to the Rules
for Reader Services
at the Manuscripts Department
of the Wroblewski Library
of the Lithuanian Academy of Sciences

THE WROBLEWSKI LIBRARY
OF THE LITHUANIAN ACADEMY OF SCIENCES
MANUSCRIPTS DEPARTMENT

APPLICATION FORM

(name, surname)

year month day

(reader's card No)

(workplace and position; educational institution, faculty and course; occupation)

E-mail _____

I kindly request permission to use the materials held in the Manuscript Department of your Library on the following topic:

Research objective: _____

Chronological range: _____

Upon completing the studies or publications in which I use the materials held in the Manuscript Department, I will provide one copy to the Library.



I acknowledge that I have read and understood the Rules for Reader Services at the Reading Room of the Manuscript Department.

(signature)

(first letter of name, surname)

Director
of the Wroblewski Library
of the Lithuanian Academy of Sciences

(signature)