

APPROVED by Order Nr. V-19
of the Director of the Wroblewski Library
of the Lithuanian Academy of Sciences
of July 16, 2024

THE REGULATIONS FOR PHOTOGRAPHY OF DOCUMENTS BY PATRONS AT THE WROBLEWSKI LIBRARY OF THE LITHUANIAN ACADEMY OF SCIENCES

SECTION I

GENERAL PROVISIONS

1. The regulations for photography of documents kept in the Wroblewski Library of the Lithuanian Academy of Sciences (hereinafter - the Regulations) by patrons establishes the procedure for photography of documents kept in the Manuscripts, Rare Books, and Circulation Departments of the Wroblewski Library of the Lithuanian Academy of Sciences (hereinafter - the Library), the conditions under which patrons may use their personal photography equipment, the rights and obligations of the reading room staff and patrons.
2. The Regulations have been prepared in accordance with the Rules for the Use of Library Services, the Rules of the Readers Service at the Manuscript Department and the Rules for the Use of Documents Kept in the Rare Books Department.
3. Photography of documents is a means to facilitate and complement ongoing research rather than an alternative to using documents.
4. Patrons may take photographs of documents for research purposes free of charge, except in the cases referred to in Clause 14 of the Regulations.
5. No more than 30 per cent of the volume of a title held in the General Collection may be photographed by patrons.
6. Images of documents taken by patrons may not be transmitted to third parties or used for commercial purposes.
7. Digital images of the documents kept in the Library, which are necessary for publication, use in exhibitions, websites, etc., must be ordered by the patron from the Library's departments that hold cultural heritage documents, using the Library's digitisation services, and with the permission signed by the Director of the Library.
8. Any user who unlawfully uses images of photographed documents or the information contained therein shall be liable in accordance with the procedure established by the legislation of the Republic of Lithuania.

SECTION II

PROCEDURE FOR PHOTOGRAPHY BY PATRONS

9. A patron wishing to take photographs of documents kept in the Library must fill in an application form (Supplement 1 to the Regulations) and submit it to the Library staff, indicating the details of the document to be photographed: call number and page or folium numbers.

10. Only the documents specified in the application will be issued to the patron wishing to photograph the documents.
11. Photographs may only be taken with the permission of a Reading Room staff member and only of the document pages specified in the application.
12. By signing the application, the patron confirms that they are aware of the rules set out in these Regulations and undertakes to comply with them.
13. The documents are not issued to the patron to be photographed all at once: when one is returned, another document requested by the user is provided.
14. The following documents will not be issued to be photographed by patrons:
 - 14.1. documents in poor physical condition;
 - 14.2. documents of special value and rarity;
 - 14.3. documents with an original and unique binding, handling of which would be damaging;
 - 14.4. documents larger than A3 format;
 - 14.5. documents subject to personal protection rights, copyright, as well as documents the use of which is defined by the agreements on the transfer of documents to the Wroblewski Library of the Lithuanian Academy of Sciences;
 - 14.6. documents being restored or digitized;
 - 14.7. digitized documents,
 - 14.8. mikrofilms,
 - 14.9. originals of microfimed documents.

SECTION III

RULES OF PHOTOGRAPHY BY PATRONS

15. When taking photographs of documents, a patron must:
 - 15.1. not disturb other patrons;
 - 15.2. mute the sounds on the photo equipment.
16. The patrons are not allowed to:
 - 16.1. take photographs of documents by placing them on windowsills, floors, chairs or other places not suitable for photography;
 - 16.2. take photographs of documents using mounts and holders, climbing on chairs, ladders or other elevations, or moving reading room furniture;
 - 16.3. use flashes or other additional light sources;
 - 16.4. touch documents with photo equipment;
 - 16.5. straighten or press documents using personal items;
 - 16.6. damage documents' bindings when trying to open them;
 - 16.7. tear out pages, glued-on photos or other parts of documents;
 - 16.8. change the order of folia in manuscript files or transfer folia to other files;
 - 16.9. fold documents or stick sticky notes to them;
 - 16.10. take photos of reading rooms, library staff, or other patrons without their permission.
17. Reading room staff have the right too:
 - 17.1. ask the patron to take a few test shots with their personal photo equipment to ensure that the flash is not activated;
 - 17.2. stop the photography if it damages documents, disturbs other patrons, or is otherwise in breach of the provisions of the Regulations.

SECTION IV

FINAL PROVISIONS

18. A patron may ask advise from the responsible Library staff on any issues related to the application of the provisions of the Regulations.
19. A patron who violates the procedure for taking photographs set out in these Regulations shall be warned verbally or in writing for the first time. A patron who repeatedly violates the procedure set out in these Regulations may, on the decision of the Director of the Library, be restricted from using the Library's services or taking photographs of documents for one year.
20. All issues related to the photography of documents not covered by these Regulations shall be decided by the Director of the Library or their authorised person.