

## **Rules and regulations for use of archival materials**

### **in The State Archives in Kalisz**

#### **§ 1**

1. The State Archives in Kalisz enables access to stored archival documents to people concerned, hereinafter called users, as follows:
  - 1) directly, by enabling the users to read the archival materials or their reproductions in person;
  - 2) indirectly, by sending the users written information based on archival documents or the reproduction of these documents, according to archives services.
2. Direct access to archival materials, their microfilms and their other reproductions equivalent with microfilms, can be made only in the science laboratory of the State Archives in Kalisz.
3. Archival records and their reproductions are made available from Monday to Friday from 8.30 am to 3.30 pm, on Tuesdays from 8.30 am to 6.30 pm in the State Archives in Kalisz science laboratory. Archival documents are unavailable only during the State Archives in Kalisz science laboratory breaks, especially in holiday season. It is possible to order the materials from Monday to Friday until 3 o'clock pm.

#### **§ 2**

1. The access to archival records and other information or research help is ensured by the State Archives in Kalisz.
2. The workers of the State Archives in Kalisz, responsible for making the archival holdings available, are obliged to inform the users of the rules concerning the archival records and information sharing policy or other kinds of research help.
3. The State Archives in Kalisz ensures very effective archival materials usage conditions, fulfilling all kinds of safety requirements:
  - 1) individual, ergonomic place of work,
  - 2) specified devices necessary for using the archival materials or their reproductions,

- 3) power supplies for mobile computers used for working with the available archival materials
- 4) devices necessary to use the State Archives in Kalisz database by electronic means.

### § 3

1. A person entering the archival materials in the State Archives in Kalisz science laboratory is obliged to submit *the application of the archival holdings user*, hereinafter called *the application*, constituting Appendix 1 of the Rules and regulations for use of archival materials in the State Archives in Kalisz . It includes the user's data and the characteristics of the archival materials research.
2. The user's data from *the application* is processed only within the needs of the current management of archival materials sharing.
3. Submitting the information essential to current management of archival materials sharing is obligatory. The other graphically marked information in *the application form* can be willingly filled. This information is used for the research needs; omission does not cause the limitation of rights to use the archival materials.
4. The application can be filled with the names of certain archival holdings, which are subjects of the application. (Appendix 1 of *the application*)
5. The user can update data in *the application* at any time, specifying the modification date.
6. There is a user's statement confirming familiarizing with the Rules and regulations for use of the archival materials in the State Archives in Kalisz, in *the application*.
7. *The application* is valid for 12 months from the user's last visit in the State Archives in Kalisz

#### § 4

1. The archival materials and their reproductions (with the exception of digital copies) are shared on the basis of the user's order form.
2. The user's order includes the name and the archival holdings number, the archival unit file number, user's name and surname and the date of order placing and returning.
3. The user's order ought to be completed in a reliable and functional way as a document used for current archival materials management during the sharing process.
4. The form provided to order traditional archival materials by electronic means is to be found on the State Archives in Kalisz website (Scientific laboratory section).
5. Making access to archival materials or their reproductions and returning them to the repository is registered in records by the worker responsible for proper documents sharing policy.
6. All access to archival materials or their reproductions, in the State Archives in Kalisz science laboratory, is registered in records by the worker responsible for proper documents sharing policy.
7. A person willing to use digital copies available on the internal server of the State Archives in Kalisz is obliged to fill in the form (Appendix 2 of the Rules and regulations for use of archival materials in the State Archives in Kalisz)
8. The records used to document the process of archival materials sharing are made in a paper form and in electronic database.

#### § 5

1. The State Archives in Kalisz makes it possible to share the archival materials that are:
  - 1) recorded – equipped with recording means, enabling the identification of particular archival units, with the fixed contents or homogenous in terms of the units groups contents, also when prepared not according to methodological rules adopted in archive studies,
  - 2) equipped with page numbering or foliation,

- 3) in a good shape, not causing any serious conservational contradictions for use,
  - 4) equipped with the State Archives in Kalisz owning sign.
2. In cases of archival materials which have utilitarian reproduction (microfilms, scans), these are only the reproductions that are shared. The Director of the State Archives in Kalisz can make decision about using such materials in an original form only in individual and justified cases, on the basis of the user's statement depicting the uselessness of working with the reproduction. When it is impossible to share microfilms or scans, the original materials are shared.
  3. The archival units containing documents that are not joined together, are shared one by one: after returning the previous unit to the worker, the user can get the next one. The exceptions to the rule are accepted only in justified, special research needs.
  4. The Director of the State Archives in Kalisz decides on 5 archival units which can be used at a time (except for records of civil status, vital records and registration cards where 10 units or cards are available at a time). After returning the archival units to the worker responsible for the proper document sharing policy, the user can order the next units. In especially justified, individual cases, the before mentioned limit can be changed (e.g. for the needs of offices).

## § 6

1. The State Archives in Kalisz can check the archival materials reproductions from beyond owned holdings and stored in other State Archives, on the users written request. There is also a possibility to lend archival materials reproductions to other State Archives, and in some specific circumstances to other institutions, on the basis of special agreement. Lending and sharing the reproductions chosen by the user, as well as documenting these operations, is done on the basis of an agreement between the directors of both involved parties.
2. Special written request and filled *application form* ought to be submitted in order to share the above mentioned reproduction .

3. Postage costs are paid by the user.

## § 7

1. The orders for archival materials available in the State Archives in Kalisz science laboratory are executed after time necessary for their preparation. Materials, which do not need page numbering or conservation, are accessible within an hour. In case of materials that need page numbering or conservation, the date of access is individually negotiated with the worker responsible for the proper documents sharing policy.
2. The worker responsible for the proper documents sharing policy deposits the archival materials or their reproductions , as well as delivers them to the rightful users.
3. The user, who stops working with especially valuable documents and leaves the science laboratory, is obliged to deposit the materials to the worker every time.
4. Every time when leaving the science laboratory, the user is obliged to return the materials to the worker. The user must inform the worker, if the documents are to be in the deposit, or if they are to be returned to the repository.
5. If the archival files left in the science laboratory deposit are not used for more than 14 days, they are returned to the repository without the user's disposition. It is necessary to place an order to start work with them again.

## § 8

1. It is possible to take photos of the archival materials in the State Archives science laboratory. The photos can be taken with the user's camera, without any additional payments. There are, however, certain rules to be followed. Photographing the documents is acceptable providing that:
  - 1) it is for non commercial, personal, especially research purposes and not for high quality copies used in journalistic and editorial intentions,
  - 2) it is done in a way safe for archival documents, without flash and without manipulating the materials in an untypical way,
  - 3) it is done in a way that does not disturb other users' work, without additional equipment, e.g. tripod,

- 4) the user respects the Archives rule that the documents having copies and documents protected due to some conservative reasons, are not accessible to copy in the original form,
  - 5) it is done in a place designed to use the archival materials, without creating new procedures or places of work for the users,
  - 6) it does not cause the risk of violating freedoms and rights of people whose personal data are in these documents
2. The users can make, free of charge, digital copies of the archival materials, available on a digital platform provided that they observe the rules described in paragraph 1 point 6.
  3. It is possible to photograph the copies of the archival materials, as well as pictures displayed on microfilms media, not excluding the microfilms lent in other Archives.

## § 9

1. The access to archival holdings can be exceptionally limited, only due to some legal obstacles, especially concerning classified information protection, personal data or personal rights. In such situations the access to archival materials is denied.
2. The access to archival materials from the State Archives in Kalisz holdings can be limited due to bad condition of these materials or legal protection of certain information by:
  - 1) justified demand for the explanations, statements or documentation confirming rights to read the documents, special empowerment of the person ordering, who is represented by the user, or the agreement of the documents donor, which were left as a deposit or given to the Archives with reservation of limited accessibility, etc,
  - 2) attaching to *the application form* a written user's commitment to use the information from the archival documents, on the form prepared by the Archives, and in case of more current documents not violating freedoms and rights defined in the legal regulations protecting personal rights and data,

- 3) limiting the use of archival materials to certain archival units or documents (fragments of documents) within the archival unit,
- 4) limiting or prohibiting reproduction of available archival materials,
- 5) total or partial denial of access to archival materials.

## **§ 10**

1. The science laboratory users are not allowed to:
  - 1) change the archival materials' layout or text or expose them to any damage,
  - 2) take the shared archival materials, their reproductions or any records and archival aids outside the science laboratory,
  - 3) bring to the science laboratory any kinds of objects or substances that can damage the archival materials (e.g. food, coloring or flammable products etc), as well as briefcases or bags.
2. The user's work with the archival materials is monitored all the time by the monitoring devices.
3. The Director of the State Archives in Kalisz is summarily informed about all cases of violations of the Archives rules.
4. Violating the rules concerning the use of archival materials or exposing the documents to damage, may result in the State Archives in Kalisz Director's decision about suspending the access to archival documents until they are safe, limiting the access to a relevant extend or denying the access to the archival holdings.

## **§ 11**

The procedures of making access to the archival materials in the State Archives is legalized by the Head Director of The State Archives Decree no. 4 of 1February 2013 on making access to the archival materials in state archives amended by Decree no. 10 of The Head Director of

The State Archives of 28 May 2014 on amended decree on making access to archival materials in the state archives.