

APPROVED  
By Decree No. DV-1  
Issued on 30 January 2024  
by Director General of Vilnius  
University Library

**RULES CONCERNING THE USE OF SERVICE PROVIDED AT THE GRAPHIC ART  
CABINET OF THE MANUSCRIPTS DIVISION OF THE HERITAGE COLLECTIONS  
AND RESEARCH DEPARTMENT OF VILNIUS UNIVERSITY LIBRARY**

**CHAPTER I  
GENERAL PROVISIONS**

1. Rules (hereinafter referred to as **the Rules**) concerning the use of service provided by the Graphic Art Cabinet of the Manuscripts Division of the Heritage Collections and Research Department of Vilnius University Library (hereinafter referred to as **the Library**) regulate special requirements for the availability and the use of items of graphic art (hereinafter referred to as **the Items**).
2. The Library's Graphic Art Cabinet (hereinafter referred to as **the Cabinet**) of the Manuscripts Division of the Heritage Collections and Research Department is a specialized unit of the Library where all normative legal acts regulating the Library's activities are equally valid and binding.
3. The Cabinet's users are provided with services in accordance with both the General Rules Concerning the Use of Services Provided by Vilnius University Library and the present Rules.

**CHAPTER II  
PROCEDURE FOR PROVIDING USER SERVICE**

4. Only registered users of the Library who have a permission to work with the Items (if applicable), after reserving a working space, placing a request for the needed items (if these are known), submitting a user card or a document confirming their personal identity and once per calendar year filling in a User's Request (annex), have a right to use Items that are kept in the Cabinet in compliance with the procedure established in the Rules.
5. In order to work with items, no later than 3 working days in advance, users must reserve a working space in the Cabinet and place a request for the needed items (if these are known) (hereinafter referred to as Reservation). A Reservation is made through the contacts (phone, email) provided on the Library's website or in person in the Library. The reservation period specified in this article shall not apply to members of Vilnius University academic staff, in cases when the requested items are not reserved or issued to other Library users.
6. While making a reservation, external users (non-members of Vilnius University academic community) must submit a recommendation and (or) motivation letter either from the sending institution or a research supervisor confirming both the research work and its purpose and (or) a free-form document justifying the reason of the visit to the Cabinet. Once the Library verifies the submitted documents, it makes a decision to issue or deny a permit for work with the Cabinet items. A permit for work with the items is issued for a calendar year. When a decision to deny a permit for work with the items is taken, the reasons and other substantial circumstances have to be indicated. After taking into account the

arguments presented in the decision to deny a permit, the user may submit a repeated recommendation and (or) motivation letter either from the sending institution or a research supervisor confirming both the research work and its purpose and (or) a free-form document justifying the reason of the visit to the Cabinet, which the Library evaluates in compliance with the procedure specified in this article.

7. The Items can only be used in the Cabinet. It is only allowed to bring writing devices, paper, laptops (without a case or a bag) and devices for photographing to the Cabinet. Other belongings and outer wear ought to be left in the cloakroom or lockers that are situated by the entrance to the Library or by the entrance to the Special Collections' corridor.
8. It is forbidden to bring personal belongings, items, books or other documents from the Library's other reading rooms to the Cabinet.
9. Requested items are issued to the user after they put their signature in the Items Registration Book. The user is issued no more than 5 items at a time. If items are of great extent (or size), by the decision of the Cabinet staff, a fewer number of Items than specified in this article may be issued to the user at a time.
10. The user is issued only the Items that are in good condition. If the item has a copy (digital or photocopy), the original is not provided except in cases where it is necessary for the research and substantial justification is provided in writing.
11. The capacity of the Cabinet with the advanced reservation is 1 working space. To see the Cabinet collection without reservation of a working space, the maximum capacity is limited to 5 persons. The reservation of the Cabinet is made in compliance with the procedure established in article 5.
12. When issuing and returning the items, the Cabinet staff with the user inspect every item and check its physical condition.
13. Once the item is issued, the user takes full responsibility for its safety. When the user wants to leave the Cabinet, even for a short time, it is obligatory to return the items back to the Cabinet staff.
14. If requested items cannot be issued due to objective reasons (access is limited by the law, poor physical condition, borrowed for an exhibition etc.), the user is informed about the reasons why the item cannot be issued and the estimated time when the item will be available (if it is objectively possible).
15. For publishing the Items that are not part of the Digital Collection and have no mark of *Public Domain*, the user must get a written permission from the Director of the Library's Heritage Collections and Research Department. Prior to submitting a request for publishing, if it is a piece of modern graphic, users have to obtain a permission from the author (or his/her representatives) and add a copy of the written permission to their request. Digital items on Digital Collections platform are marked as *Public Domain*; therefore, they may be published without permission.
16. The user is allowed to download and use digital copies free of charge. In case of reproduction of the whole or a part of the Item, in accordance with usual academic practice, the user must indicate the author of the Item, its title and the place of storage and inform Vilnius University Library.

### **CHAPTER III RIGHTS, DUTIES AND RESPONSIBILITIES OF USERS**

17. The user has the right:
  - 17.1 to use the Items kept in the Cabinet;
  - 17.2 to get information on all issues related to the Items kept in the Cabinet in a written or oral form, by phone or via email;

- 17.3 to photograph the items on his/her own (look at) with the permission of the Cabinet staff.
- 17.4 to order copies of the Items in accordance with the procedure and prices established by the Library.
- 18. The user must:
  - 18.1 when noticing that the item is torn, cut or otherwise damaged, inform the Cabinet staff;
  - 18.2 indicate correctly the custodian and the place of storage when publishing, citing or otherwise reproducing the item;
  - 18.3 return the issued items to the Cabinet staff forty-five minutes before the end of the Cabinet working hours.
- 19. When the user publishes material based on the Items kept in the Cabinet, it is desirable that he/she would give one copy of the published material to the Library free of charge.
- 20. The user must not:
  - 20.1 take the Items out of the Cabinet;
  - 20.2 pass the Items to another user;
  - 20.3 leave the Items exposed to the light for a longer period;
  - 20.4 fold the Items or fold them down in inappropriate places;
  - 20.5 damage, forge or destroy the Items;
  - 20.6 write on a paper which is placed on the top of the Item;
  - 20.7 lean on the Items, touch them with unclean or wet hands, run through the Item with fingers or a pen;
  - 20.8 copy the Items with multifunctional devices without authorization;
  - 20.9 use scissors, glue;
  - 20.10 use an ink pen or marker;
  - 20.11 write down notes, marks, underline or correct the Items;
  - 20.12 eat or drink in the Cabinet.

#### **CHAPTER IV RESPONSIBILITY**

- 21. The user who damages or destroys the Item issued to him/her at the Cabinet or uses the information of the Item unlawfully, will be charged in accordance with the law.
- 22. In cases where the user refuses to adhere to the Rules, he/she is not provided with services.
- 23. A permit to use the Items may be revoked or temporarily restricted by the decision of Director General of the Library to the user who disregards the Rules.

Annex to the Rules Concerning the Use of Service Provided by the Graphic Art Cabinet of the Manuscripts Division of the Heritage Collections and Research Department of Vilnius University Library

**USER'S REQUEST FORM OF THE GRAPHIC ART CABINET OF THE MANUSCRIPTS DIVISION OF THE HERITAGE COLLECTIONS AND RESEARCH DEPARTMENT OF VILNIUS UNIVERSITY LIBRARY**

\_\_\_\_\_ Year \_\_\_\_\_ Day  
Vilnius

-----  
(Name, Surname)

-----  
(Workplace or educational institution)

-----  
(Permanent address)

Telephone: -----

Email: -----

I ask for permission to use documents of the Graphic Art Cabinet of the Manuscript Division of the Heritage Collections and Research Department of Vilnius University Library on the following theme:

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Chronological  
period: -----  
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Research  
purpose: -----  
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I confirm that I am familiar with:

- 🍏 The Rules Concerning the Use of Service Provided by the Graphic Art Cabinet of the Manuscripts Division of the Heritage Collections and Research Department of Vilnius University Library;
- 🍏 The Description of the Procedure for Personal Data Processing at the University of Vilnius setting out the requirements for personal data processing and protection, data subjects' rights and their implementation at the University of Vilnius which is published and available at <https://www.vu.lt/en/privacy-policy>.

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(signature)

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(Name, Surname)

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(signature)

Director of the Heritage Collections and Research  
Department of Vilnius University Library

*When the user publishes materials that are prepared relying on the items kept in the Graphic Art Cabinet of the Manuscript Division of the Heritage Collections and Research Department, it is desirable that he/she should give a copy of the published material to the Graphic Art Cabinet of the Manuscript Division free of charge.*