

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

RULES CONCERNING THE USE OF SERVICES PROVIDED BY THE MANUSCRIPTS DIVISION OF THE HERITAGE COLLECTIONS AND RESEARCH DEPARTMENT OF VILNIUS UNIVERSITY LIBRARY

I. GENERAL PROVISIONS

1. Rules concerning the use of services (hereinafter referred to as the Rules) provided by the Manuscripts Division of the Heritage Collections and Research Department of Vilnius University Library (hereinafter referred to as the Library) lay down special requirements for the use of and accessibility to both manuscript documents (hereinafter referred to as the Documents) and the Supportive Collection.
2. The Manuscripts Division of the Heritage Collections and Research Department of the Library (hereinafter referred to as the Division) is a specialized division of the Library; all regulatory legal acts of the Library are equally valid in the Division.
3. Users of the Division are provided with services in compliance with the General Rules Concerning the Use of Services Provided by Vilnius University Library as well as the given Rules.

II. PROCEDURE FOR PROVIDING USER SERVICE

4. Only registered users of the Library, who have a permission to work with the Documents (if applicable), after reserving a working space, placing a request for the needed documents (if these are known), submitting a user card or a document confirming their personal identity and filling in a User's Request (attachment) once per calendar year have a right to use the Documents that are kept in the Division in compliance with the procedure established in the Rules.
5. In order to work with the Documents, the Supportive Collection, the Description and Registry of the Archival Units or the card catalogue, no later than 3 working days in advance, users must reserve a working space in the Reading Room and place a request for the needed documents (if these are known) (hereinafter referred to as Reservation). A Reservation is made through the contacts (phone, email) provided on the Library 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 documents 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. Once the Library verifies the submitted documents, it makes a decision to issue or deny a permit for work with the Reading Room publications. A permit for work with the items is issued for a calendar year. When a decision to deny a permit for work with the publications 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 Reading Room, which the Library evaluates in compliance with the procedure specified in this article.

7. The Documents, the Description and Registry of the Archival Units, the card catalogue and the Supportive Collection shall be available only for use in the Reading Room. It is only allowed to bring a pen, sheets of paper, a portable computer (without a case or a bag) and a device for photographing the Documents. Other personal items are to be deposited in the cloakroom or the lockers that are situated by the entrance to the Library and by the entrance to the Special Collections' corridor. Users with outdoor clothes, bags, briefcases or backpacks are not allowed to enter the Reading Room.
8. It is forbidden to bring personal books or books and other documents from the Library's other reading rooms to the Reading Room.
9. When the user is issued the Document and when he/she returns it back, the Reading Room's staff, together with the user, shall check its physical condition. The Reading Room staff records the user's name, surname and the Document's call number in the Registry Book.
10. The User may reserve no more than 5 documents at a time. The number of issued documents depends on the extent of the documents, yet one user may be issued no more than 5 documents at a time. In each case, the Reading Room staff shall decide on the specific number of issued documents, taking into account the extent of issued documents.
11. In the cases where during a Reservation the User could not indicate all or a part of Documents he/she wanted to reserve, documents are fetched to the Reading Room an hour after ordering them in the Reading Room. The next order can be taken only after the user returns all the issued documents and no later than 1 hour before the end of the Division's working hours. Documents ordered in accordance with the procedure established in this article have to be recorded in the documents' registry book.
12. Documents may only be issued to the user in good condition. If the Document has copies (digital or Xerox copy, or photocopy), the original is not provided. In cases where the user's research requires the original copy, the user shall provide substantial justification and the head of the Division shall make a decision concerning the issuing of the original copy.
13. If requested documents due to objective reasons (access is limited by the law, poor physical condition, borrowed for an exhibition or etc.) cannot be issued, the user is informed about the reasons why the document cannot be issued and the estimated time when the document will be available (if it is objectively possible).
14. Documents with limited accessibility are issued according to the procedure established by law.
15. Documents that were delivered for safekeeping under an agreement can be delivered to users only under the conditions specified in the said agreement and only with a written permission of the person who entrusted the Documents to the Library for safekeeping.
16. For publishing the Documents 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. Digital objects on Digital Collections platform are marked as Public Domain; therefore, they may be published without permission.

17. 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 Document, in accordance with usual academic practice, the user must indicate the author of the Document, its title and the place of storage and inform Vilnius University Library.

III. RIGHTS, DUTIES AND RESPONSIBILITIES OF THE USERS

18. The user has the right to:
 - 18.1 use the Documents and the Supportive Collection stored in the Division;
 - 18.2 use Division's catalogues, descriptions and registry of the archival units and other tools for information search;
 - 18.3 get information related to all the Documents that are stored in the Division in person, in written form, by phone or via email;
 - 18.4 to photograph the documents on his/her own (look at) with the permission of the Reading Room staff.
 - 18.5 order copies of the Documents in accordance with the Library's regulations and established prices.
19. The user has the duty to:
 - 19.1. inform the librarian of the Reading Room if he/she finds that Documents are mixed, torn, cut up, or otherwise manipulated in ways that are not indicated in the description of the Document;
 - 19.2. register in the usage page in the file after looking through the Document;
 - 19.3. return the Documents to the librarian of the Reading Room 15 minutes before the end of working hours;
 - 19.4. give an appropriate reference to the Document indicating the place of storage and call number when publishing or citing Documents, for example: VUB RS, F2-DC4, pg. 4; VUB RS, F3-2019, pg. 41;
 - 19.5. wear special disposable gloves.
20. When the user publishes materials that are based on the Documents kept in the Division, it is desirable that he/she would donate a copy of the published material to the Library.
21. The user is forbidden to:
 - 21.1. take the Documents out of the Reading Room;
 - 21.2. pass on Documents to other users;
 - 21.3. damage, forge or destroy Documents;
 - 21.4. when leaving the Reading Room, leave the Documents (open files);
 - 21.5. take out pages out of a file, place them in other files, classify or write down numbers on file's pages;
 - 21.6. take out, classify, write down numbers on catalogue cards;
 - 21.7. fold the Documents or fold them down in inappropriate places;
 - 21.8. place stickers or bookmarks on a file or catalogue;
 - 21.9. write down annotations, make other markings, underline or correct the Documents;
 - 21.10. write on paper placed on top of the Document;
 - 21.11. lean on Documents, touch them with unclean or wet hands, run through the Document with the fingers or pen;
 - 21.12. use an ink pen or marker while reading the Documents;
 - 21.13. use scissors or glue;
 - 21.14. copy the Documents without authorization;
 - 21.15. eat or drink in the Reading Room.

IV RESPONSIBILITIES

22. The user who damaged or destroyed a Document given to him/her at the Reading Room, or used the information of the Document unlawfully, will be charged in accordance with the law.
23. If the user refuses to comply with these rules, he/she is not provided with the service.
24. The permit to use the Documents can be revoked or temporarily restricted by the decision of the Director General of the Library to users who disregard the Rules.

Annex to the Rules Concerning the Use of Services Provided by the Manuscripts Division of the Heritage Collections and Research Department of Vilnius University Library

USER'S REQUEST FORM 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 request permission to use documents of the Manuscript Division of the Heritage Collections and Research Department of Vilnius University Library on the following theme:

Chronological period: -----

Research purpose: -----

I confirm that I am familiar with:

- 🍏 Rules Concerning the Use of Services Provided by the Manuscripts Division of the Heritage Collections and Research Department of Vilnius University Library.
- 🍏 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>

(signature)

(Name, Surname)

(signature)

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

When the user publishes materials that are based on archival documents kept at Vilnius University Library, it is desirable that he/she donate a copy of the published material to the Manuscripts Division of the Heritage Collections and Research Department.