

APPROVED  
By Decree No. DV-1  
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by Director General of Vilnius  
University Library

## **USER SERVICE RULES OF RARE BOOKS DIVISION OF VILNIUS UNIVERSITY LIBRARY'S HERITAGE COLLECTIONS AND RESEARCH DEPARTMENT**

### **CHAPTER 1 GENERAL PROVISIONS**

1. User service rules (hereinafter referred to as **the Rules**) of the Rare Books Division of Vilnius University Library's (hereinafter referred to as **the Library**) Heritage Collections and Research Department define special requirements for the use and access to old, rare and especially valuable publications (hereinafter referred to as **the Publications**) and the supportive collection.
2. The Library Heritage Collections and Research Department's Rare Books Division Reading Room (hereinafter referred to as **the Reading Room**) is a specialized reading room of the Library, the activity of which is subject to all legal acts governing the use of the Library.
3. Services for users of the Reading Room are provided in line with "The General Rules Concerning the Use of Services Provided by Vilnius University Library" and the present Rules.

### **CHAPTER 2 USER SERVICE PROCEDURE**

4. Only registered users of the Library, who have a permission to work with the Publications (if applicable), after reserving a working space, placing a request for the needed publications (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 Publications that are kept in the Reading Room in compliance with the procedure established in the Rules.
5. In order to work with the Publications, the Supportive Collection 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 publications (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. Publications and the supportive collection shall be available only for use in the Reading Room. It is only allowed to bring a lead pencil, sheets of paper, a portable computer (without a case or a bag) and a device for photographing Publications. Other personal items are to be deposited in the cloakroom or the lockers. Users with outdoor clothes, bags, briefcases or backpacks are not allowed to enter the Reading Room. It is forbidden to bring personal books or books from the Library's other reading rooms to the Reading Room.
8. On the first visit of every calendar year the user's personal data that is his/her name, surname, workplace, position, address, phone number or email address is recorded in the User's Registry Book. On each following visit, users have to register and sign in the User's Registry Book for each of the delivered items.
9. The user may be issued no more than 1 (one) Publication at a time except for members of Vilnius University academic community.
10. A publication that has no bibliographic record in the Library's online catalogue cannot be delivered to the user. If the requested publication's condition is suitable for use, it has to be entered with a full bibliographic record in the online catalogue within 3 (three) working days.
11. When the user is issued the Publication and when he/she returns it back, the Reading Room's staff checks its physical condition.
12. In cases where the staff member establishes the damage, he/she reports to Vilnius University Security Services.
13. Even when leaving the Reading Room for a short period of time, the user shall return the publications to the staff member. The staff member of the Reading Room allows the user to leave only after checking the returned publication.
14. The user is issued only the Publications that are in good condition. If the publication 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.
15. For publishing the entire Publication or its part, the user must get a written permission from the Director of the Library's Heritage Collections and Research Department. Digital Publications 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 Publication, in accordance with usual academic practice, the user must indicate the author of the Publication, its title and the place of storage and inform Vilnius University Library.

### **CHAPTER 3**

#### **USER RIGHTS, OBLIGATIONS AND RESPONSIBILITIES**

17. The user has the right to:

- 17.1 read the Publications kept in the Division's holdings;
- 17.2 use the Reading Room's card catalogues;
- 17.3 receive information about the Publications kept in the Division verbally, in writing, by telephone or email;
- 17.4 photograph the Publications (see the Description of the Rules for Photographing Vilnius University Library's Cultural Heritage Documents) on their own with the permission of the Reading Room's staff member;
- 17.5 Order digital copies of Publications that are in good physical condition in accordance with the Library procedure and set price.
- 18. The user is obligated to:
  - 18.1 handle restored, defected or large size publications with the utmost care;
  - 18.2 in cases of advertising, quoting or publishing any acquired material, indicate correctly the keeper and the call number of the publication (VU Library II 20) and deliver one copy of the publication to the keeper.
- 19. The user is forbidden to:
  - 19.1 take Publications out of the Reading Room;
  - 19.2 pass Publications to another user;
  - 19.3 inflict damage on Publications;
  - 19.4 open Publications by force and at an angle greater than 115 degrees, to lay them down with pages facing downwards;
  - 19.5 crease the pages and illustrations or fold them in other than the pre-folded places;
  - 19.6 place various marks into Publications or card catalogue;
  - 19.7 remove any paper slips, notes or other things found in Publications;
  - 19.8 remove, systemise or put numbers on the cards of the card catalogue;
  - 19.9 write notes, make marks, to strike anything out or make any kind of alterations in the Publications;
  - 19.10 write on a sheet of paper that is put on top of the Publication;
  - 19.11 lean on Publications, to touch them with dirty and moist hands, to run a finger or pencil under the text; it is recommended to use disposable gloves;
  - 19.12 eat or drink in the Reading Room.

## **CHAPTER 4**

### **RESPONSIBILITY**

- 20. Upon noticing any defects in the Publications (damaged pages, illustrations) or any other damage, inaccuracies in the records of the card or online catalogue, the user shall alert the staff member of the Reading Room.
- 21. Users that damage the Publication delivered in the Reading Room as well as users that publish the material without the permission are held liable in accordance with the procedure set forth by the law.
- 22. In accordance with the decision of the Director General of the Library, the permission to work with the Publications may be temporarily restricted or revoked altogether for users who violate the Rules.

Annex to the User Service Rules  
the Rare Books Division of the  
Vilnius University Library's  
Heritage Collections and  
Research Department

**USER'S REQUEST FORM OF THE RARE BOOKS DIVISION OF THE VILNIUS  
UNIVERSITY LIBRARY'S HERITAGE COLLECTIONS AND RESEARCH  
DEPARTMENT**

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

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(Name, surname)

-----  
(Workplace or educational institution)

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(Permanent address)

Telephone: -----

Email: -----

I ask for permission to use documents of the Rare Books Division of the Heritage  
Collections and Research Department of Vilnius University Library on the following theme:

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Research purpose:

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I confirm that I am familiar with:

🍏 User Service Rules of Rare Books Division of Vilnius University Library's Heritage  
Collections and Research Department.

🍏 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