

Annex No. 2

APPROVED:

By the Decree No 11 of  
11/02/2016 of Director General of  
Vilnius University Library  
Irena Krivienė

## USER SERVICE RULES OF THE RARE BOOK DEPARTMENT

### I. GENERAL PROVISIONS

1. The Rare Book Department of Vilnius University Library Centre of Science and Cultural Heritage (hereinafter referred to as the **Department**) is a specialized subdivision of the Library. Its activity is subject to all legal acts governing the use of the Library.

2. User Service Rules of the Rare Book Department are a supplement to Rules of Use of Vilnius University Library that regulates use and access to old, rare and especially valuable publications (hereinafter referred to as **publications**) and the auxiliary stock.

### II. USER SERVICE PROCEDURE

3. Publications shall be available for use only in the reading room of the Department.

4. Upon entering the reading room coats, briefcases or backpacks are to be left outside. Users carrying anything other than a lead pencil and paper or a portable computer (taken out of its case) shall be forbidden from entering the reading room. Other personal items may be deposited in the locker room or inside the lockers situated near the entrance to the Special care collection area.

5. All users must provide the reader identification card issued by the Vilnius University Library and a document proving their identity. If the person is not a member of Vilnius University community, a letter of recommendation or a motivation letter is required.

6. On every visit users have to sign in the reader registry book for each of the delivered items. On the first visit the user provides his/her personal data: name, surname, personal number, workplace, position, address and phone number.

7. The amount of delivered items is limited: a reader may be delivered up to 5 books or maps at a time (convolutes of more than 5 books shall be delivered one at a time), or a single atlas or a periodical set of large format. Significantly defected or unraveled items shall not be delivered.

8. The staff member counts the pages of the item, checks its defects and informs the user about them.

9. Original publications shall not be delivered if there is a photocopy or a digital copy of the original document present. On exceptions they may be used only with the permission of the Head of the Department.

10. Publications issued up to 19<sup>th</sup> century may only be scanned. Permission of the Library Director for Cultural Heritage is required for the publishing of any acquired material. For more information see: *Vilnius University Library fees and services price list*.

11. Even when leaving the reading room for a short period of time, the users shall return the read publications to the staff member.

12. It is recommended to use disposable gloves for turning pages.

13. Order slips are collected at 9:30 and 14:00. Publications are delivered at 10:30 and 15:00.

14. Reading room serves only those users who order publications from the Department or work with catalogues.

### **III. USER RIGHTS AND OBLIGATIONS**

#### **The user has the right to:**

15. Use the publications, auxiliary stock and catalogues stored in the Department.

16. Obtain information about the publications stored in the Department verbally, in writing, by telephone or email.

17. Order digital copies of publications in accordance with the Library procedure and set price.

#### **The user is obligated to:**

18. Upon noticing any defects in the publications (torn, cut pages, etc.), alert the employee of the reading room.

19. Not to touch any paper slips, notes or other things found in publications. Restored items or large format publications should be handled with the utmost care.

20. In cases of advertising, quoting or publishing any acquired material, indicate the owner of the publication (VUB).

#### **The user is forbidden to:**

– remove any publications from the reading room;

– pass a publication over to another reader;

– open the publication by force and at an angle greater than 115 degrees, to lay it down with pages facing downwards;

– crease the pages or fold them in other than the pre-folded places and to put various markers into the publications or files;

– write notes or to make marks in the publication, to strike anything out or make any kind of alterations in them;

– write on a sheet of paper that is put on top of the publication;

– lean on the publications, to touch them with dirty and moist hands, to run a finger or pencil under the text;

– take any kind pictures of the publications by camera or phone;

– eat or drink in the reading room.

### **IV. USER RESPONSIBILITIES**

21. Users that damage the issued publication as well as users that publish the material without the permission from the Director General are held liable in accordance with the procedure set forth by the law.

22. In accordance with the decision of the Director General, the permission to work with the publications may be temporarily restricted or revoked altogether for users that violate the procedure set forth by this document.