

## **TERMS OF USE OF THE ARCHIVAL MATERIALS IN THE READING ROOM OF THE CENTRAL ARCHIVES OF HISTORICAL RECORDS**

1. Archival materials and their copies from the holdings of the CAHR are accessible to the public under *Regulation No. 24 of the Head of Polish State Archives from the 18<sup>th</sup> of May 2017 on the organization of access to archival materials in the Polish State Archives*.
2. Archival materials and their copies are accessible in the Reading Room which is open from Monday to Friday 9:00–7:00 (breaks for airing of the Reading Room 12:15–12:30 and 17:00–17:15). The Reading Room is closed on Saturdays, Sundays and on official holidays.
3. Detailed schedule of the Reading Room opening hours for the next year is published in December on the website at the following address: [http://agad.gov.pl/?page\\_id=1665](http://agad.gov.pl/?page_id=1665)
4. Due to the special historical character and value of the holdings, the original archival materials are accessible to the underage person on the basis of the Article No. 426 of the Civil Law Code.
5. The User should first fill in *Application of the User of archival holdings* before starting work in the Reading Room. [https://agad.gov.pl/?page\\_id=2476](https://agad.gov.pl/?page_id=2476)
6. User should fill in a call slip to order archival materials. Please write only one reference number of archival unit on one call slip. Call slip will be processed only if it is filled in properly and legibly.
7. The properly filled in call slip should be submitted directly in the Reading Room, sent by post or via Internet call slip form on-line: [https://agad.gov.pl/?page\\_id=2052](https://agad.gov.pl/?page_id=2052)
8. User may order up to 7 archival units per day, except the original court books for nobility (*Acta Terrestria et Castrenisia*) and modern records from Austrian chancellery – up to 5 units, and also civil metrical registers – up to 2 units per day. User may keep no more than 7 archival units on his/her account in the Reading Room.
9. User may study only one archival unit at a time.
10. 1. When the call slip is claimed before 13:00 and commissioned archival materials do not need any further processing (e.g. pagination or conservation treatment), execution of orders is done immediately, after only necessary time needed to prepare original documents. Although archival materials are delivered systematically during the day, in some cases it could mean next day.  
10.2. Orders placed afternoon will be filled next day.

11. Only inventoried and marked with pagination or foliation (loose paper) materials can be accessed in the Reading Room. Availability of the original documents depends also on their good physical condition. Pagination of the selected archival unit may take approx. two weeks.

12. Ordered archival materials (units) are stored in the Reading Room depot for two weeks, dating from the last use. After this period materials are sent back to the archival repository. User should notify staff of the Reading Room when he/she finished the work with the unit or recessed the work for more than two weeks.

13. Each access to archival documents is recorded in Access Register of the Reading Room.

14. Finds and collections which have been microfilmed or scanned are accessible only in these formats.

15. Certain archival materials/documents may be temporarily unavailable if they are:

- in bad physical condition,
- undergoing the process of cataloguing or digitalization,
- undergoing the archival fond/collection control or relocation,
- undergoing conservation treatment.

16. Original archival materials of the large size (such as plans or maps), which cannot be safely accessed in the Reading Room under normal conditions, need individual arrangement with the Reading Room staff.

17. Access to some archival materials (originals or/and copies) may be timely restricted due to the legally protected data which they comprise. Under the Act of 28 November 2014 on Civil Registry Records (Dz. U. of 2014, item 1741 as amended) access to the birth registry records is possible after 100 years and to the marriage and death records – after 80 years from the closure of the registry book.

18. Archival materials (originals and copies) must be handled with extreme care. Users should observe the proper handling of items. Please exercise all possible care to prevent damage to materials according to the following rules:

a. Documents must be handled as little as possible and with extreme care. Please turn pages gently. Do not annotate, mark, tear, fold or damage collection material. Do not remove paper clips or staples.

b. Special care and use of gloves is required when handling specialized collection material such as photographs, parchment charters and other fragile items (e.g. charters with lead seals or wax seals in metal boxes).

c. Making notes is possible only with use of pencil or laptops. Pencils are the only writing implements allowed in the Reading Room while archival materials are in use. Pens, felt-tip markers and adhesive labels are not permitted.

d. Archival materials must be returned after use directly to the Reading Room supervisor in proper order, as they were arranged before studying. Please maintain the exact order of items within a folder. Realign documents in the file folders before returning the material to its container.

e. Do not leave the archival materials unattended on the table after finishing the work. If the work with the records is discontinued for over 1h, records have to be returned to the supervisor.

f. Each archival unit must be safely laid down on the table on available in the Reading Room supporting materials (special weights called “snakes” are available for keeping the volume open).

Materials should be laid flat on the table, should not be placed face down, rested on another book, or held on one's lap. Do not stack or overlap documents and do not lean on them; do not press down on documents and bound materials to keep the pages open.

g. Do not write on paper laid on top of the documents or books (regardless whether the books are open or closed). Tracing or rubbing is not permitted. Do not put any writing utensils on the archival materials.

h. Do not moisten fingers to turn the pages.

i. Microfilm reels must be handled with extreme care, do not fold nor scratch the tape; in case of any problem with the microfilm reader or the reels contact Reading Room supervisor.

j. Users must leave all personal belongings such as handbags, briefcases, umbrellas, outerwear (e.g. coats and caps) and computer cover pouches in the ground-floor cloakroom or lockers. It is necessary to leave also food and beverages (including bottled water) in the lockers.

If needed, special transparent bags are available at the security counter.

k. Do not bring to the Reading Room any substances which could be harmful to archival materials.

19. For the benefit of all users there should be maximum silence in the Reading Room. Mobile phones, computers and photo cameras must be on silent mode. Conversations are to be avoided whenever possible.

20. The following are freely accessible in the Reading Room:

- archival inventories, catalogues and other descriptive archival information and databases and scans,

- CAHR Library (from 9:00 to 15:00); call slip for books should be submitted in the Library,
- microfilms of selected documents from the holdings of foreign archives (*Polonica*),
- microfilm readers, desktop computers (connected to the Internet, Intranet and Wi-Fi) and electric sockets for laptops.

21. Under the Article 8 of the *Regulation No. 24 of the Head of Polish State Archives from the 18<sup>th</sup> of May 2013 on the organization of access to archival materials in Polish State Archives*, User can bring his/her own camera or tablet to the Reading Room to take his/her own pictures of documents, which he/she is then free to use at home or in the classroom etc. Cameras must be secured against the possibility of falling down on documents. It is prohibited to displace documents, stand on chairs or place collection material on the floor to capture an image.

22. Handheld scanners are not permitted in the Reading Room.

23. User may:

- Make drawing copies from plans and maps (in respect of document safety), upon prior arrangement with the Head of Cartography Division.
- Order a copy according to the *Rules and Price List of Archival Services*: [http://agad.gov.pl/?page\\_id=3064](http://agad.gov.pl/?page_id=3064)

24. User can borrow microfilm copies of archival materials from other state archives and institutions in Poland via CAHR as well as he/she can borrow microfilms from CAHR via other state archive or institution.

- To request microfilm copy from other state archives/institutions User have to place an order (Full name, name of the fonds/collection and state archives, reference number of archival unit).
- To request microfilm copy from CAHR the borrowing institution must send an order of the User (Full name, name of the fonds/collection and state archives, reference number of archival unit).
- CAHR lends its microfilms for a period of two weeks.
- Payment for the shipment (back and forth) of a microfilm has to be transferred to the bank account of the CAHR: NBP O/O W-wa (SWIFT – NBPL PLPW) 39 1010 1010 0008 9522 3000 0000.

25. It is forbidden to take out of the Reading Room archival materials nor any items belonging to CAHR. After leaving the Reading Room, User might be asked by security to present their belongings for inspection under the Act of 22 August 1997 on the security of people and property (Dz. U. of 1997, No 114, item 740, as amended).

26. Smoking is allowed only in the open areas outside the building.

27. If the fire alarm sounds, Users should leave archival materials and personal belongings at their desks and leave the building immediately under the direction of the staff. Once outside, users are required to gather at the indicated assembly point.

28. First aid kit is available by the supervisors' desk.

29. Director of CAHR will be informed immediately about any serious breach of the above regulations; such a violation could be considered as the reason for the administrative decision, which may suspend User's access to the archival materials.

30. In accordance with a legal obligation to provide information based on Articles 13 and 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) we kindly ask you to familiarize yourself with the relevant information:

- The controller of the personal data relating to a data subject and collected from the data subject is the Director of the Central Archives of Historical Records, Długa 7 street, 00-263 Warsaw.
- Any questions, demands and request about the protection of the personal data with regard to their processing you can send by e-mail ([sekretariat@agad.gov.pl](mailto:sekretariat@agad.gov.pl)) or post (above mentioned postal address).
- The processing of the personal data, subject has given, will take place only for the purposes of the use and access to the archival holdings, referred to in point (a) of paragraph 1 of Article 6. - the data subject has given consent to the processing of his or her personal data.
- The personal data, subject has given, will not be made available to a third bodies. Recipients could be only public authority, agency or another body, to which the personal data are disclosed, in accordance with law.
- The personal data, subject has given, will not be transferred to a third country or any international organization for any other purposes then ensuring compliance with their statutory objectives.
- You have the right to request from the controller access to and rectification or erasure of personal data or restriction of or restriction of processing concerning the data subject or to object to processing as well as the right to data portability.
- You have the right to lodge a complaint with the Polish Supervisory Authority for the Protection of Personal Data (Prezes Urzędu Ochrony Danych Osobowych) when processing of your personal data infringes the regulation of the GDPR or other relevant regulations.
- The period for which the personal data, subject has given, will be stored, by CAHR is determined by the public records classification scheme.
- The provision of personal data is freely given, however it is necessary for the processing of your request for access to archival materials.
- You have the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

Warsaw, 26<sup>th</sup> June 2018