

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

§1

1. Archival materials and their copies from the holdings of the Central Archives of Historical Records (further CAHR) are accessible to the public under *Regulation No. 24 of the Head of Polish State Archives from the 18th of May 2017 on the organization of access to archival materials in the Polish State Archives.*

§2

1. Archival materials and their copies are accessible in the Reading Room which is open from Monday, Tuesday, Thursday, Friday 9:00–3:30 p.m. and Wednesday 9.00-6.00 p.m. The Reading Room is closed on Saturday, Sunday and on official holidays.

§3

1. In order to use the CAHR resource, it is necessary to book the day of the visit through the application "Booking a visit to the AGAD reading room „ <https://agad/bookero.pl/>
2. Detailed schedule of the Reading Room opening hours for the next year is published in December on the website at the following address: <https://agad.gov.pl>

§4

1. In view of the protection of the resource, the release of archival materials to a minor, may be conditioned by the head of the access department, on the presence of an adult guardian during the use of archival materials.
2. The User should first fill in *Application of the User of archival holdings* before starting work in the Reading Room [Zgłoszenie użytkownika zasobu archiwalnego](#) The completed application should be delivered to CAHR by mail, email (as a scan) or submitted in person at the CAHR reading room.

§5

1. User should fill in a call slip to order archival materials. Please write only one reference number of archival unit on one call slip [rewersu](#). Call slip will be processed only if it is filled in properly and legibly.
2. The properly filled in call slip should be submitted directly in the Reading Room, sent by post, via Internet by call slip form on-line [rewersu on-line](#)

3. The user can order up to 7 archival units per day at a time. The total number of units made available to the user cannot exceed 7 archival units. Exceptions: in the case of originals of land and municipal registers and Austrian records - up to 5 units.

4. User may study only one archival unit at a time.

§6

1. When the call slip is claimed before 1:00 p.m. and commissioned archival materials do not need any further processing (e.g. pagination), 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.

2. Orders placed afternoon in Reading Room will be filled next day.

§7

1. 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 approximately two weeks.

2. 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.

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

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

§8

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

- a)** in bad physical condition,
- b)** undergoing the process of cataloguing or digitalization,
- c)** undergoing the archival fond/collection control or relocation,
- d)** undergoing conservation treatment.

2. 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.

§9

1. 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.

§10

1. 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:

1. 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.
2. 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).
3. 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.
4. 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.
5. 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.
6. 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.

7. 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.
8. Do not moisten fingers to turn the pages.
9. 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.
10. 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.
11. Do not bring to the Reading Room any substances which could be harmful to archival materials.

§11

1. 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.

§12

1. The following are freely accessible in the Reading Room:
 1. archival inventories, catalogues and other descriptive archival information and databases and scans,
 2. CAHR Library (from 9:00 to 3:00 p.m.); call slip for books should be submitted in the Library,
 3. microfilms of selected documents from the holdings of foreign archives (*Polonica*),
 4. microfilm readers, desktop computers (connected to the Internet, Intranet and Wi-Fi) and electric sockets for laptops,
 5. self-service scanner for originals,
 6. self-service scanner for microfilm.

§13

1. The user may, with his own equipment, independently photograph archival materials made available in the CAHR reading room. 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.

§14

1. User may:

1. Make drawing copies from plans and maps (in respect of document safety), upon prior arrangement with the Head of Cartography Division.

2. Order a copy according to the *Rules and Price List of Archival Services*:

[Regulaminem świadczenia usług archiwalnych](#)

2. 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.

1. 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).

2. 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).

3. CAHR lends its microfilms for a month.

4. The person borrowing or importing microfilms is obliged to pay the cost of postage of microfilms both ways. CAHR shall inform the user of the amount necessary for payment

5. 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.

§15

1. It is strictly forbidden to take away any materials or items belonging to CAHR out of the reading room. Users leaving the reading room after the end of the day's work may be

requested by the staff the licensed security agency to show the items taken out of the Archives.

§16

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

§17

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

§18

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

§19

1. 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.

§20

1. RODO – The information clause on the processing of personal data can be found on the CAHR website.

§21

1. Service for Persons with Special Needs, in accordance with the Law of July 19, 2019 on Ensuring Accessibility for Persons with Special Needs (Dz.U. z 2020 r., poz. 1062, z późn. zmianami).

1. CAHR makes every effort to be accessible to persons with special needs. Persons with special needs for whom it may be difficult to use CAHR's resources may contact CAHR by phone (+ 48)(22) 831-54-91 to 831-54-93 ext. 429 or email czytelnia@agad.gov.pl to arrange a convenient way to use the resource.
2. Persons with special needs may also apply for accessibility. Model applications and how to apply are described on the Archive's website <https://agad.gov.pl/> under the chapter: "Dostępność".

Warsaw, 2th January 2023