

Regulations for the use of archival materials in the reading rooms of the National Archives in Krakow

§ 1

The regulations of the use of archival materials in the reading rooms of the National Archives in Krakow (further referred to as: „Regulations”) specify the manner, mode and scope of using archival materials in the reading rooms of the National Archives in Krakow (further referred to as: “the Archives”), as well as organizational requirements related to the use of archival materials.

§ 2

1. The person acceding to the use of archival materials or their reproduction in the reading room of the Archives fills in the *User Request For The Archival Resources* (further referred to as: “the Request”), on the form constituting the Appendix no. 1 to the Regulations.
2. *The Request* is considered valid for 12 months, from the last visit of the user in the Archive’s reading room.
3. *The Request* form contains the following data about the user:
 - 1) Name and surname,
 - 2) Residential address,
 - 3) Correspondence address (if different than the place of residence; it is acceptable to give an e-mail address),
 - 4) The type and number of the identification document.
4. Providing personal data by the user is voluntary; however, the refusal to provide it may result in the denial to accessing the archival materials.
5. *The Request* also contains the fields (graphically highlighted) that the user fills optionally. This information serves the analysis of research needs, and their possible omission does not limit the rights to use the archival materials.
6. The user can at any time update the data entered in *the Request*, providing the data of modification.
7. Moreover, *the Request* form contains the consent of the user to the processing the data given by the user in *the Request*. This data is collected and processed by the Archives, based on the Article 6 Paragraph 1 Letter e of the general regulation on the personal data protection dated 27th April 2016 (Journal of Laws of the European Union L 119 of 04.05.2016), to allow the user to use the archival materials, i.e. for the needs of current management of the process of sharing archival materials.

8. The administrator of data given by the user in *the Request* is the Archives with the registered office in Krakow (postal code 30–960) on ul. Sienna 16 (16 Sienna Street), tel. 12 422 40 94, e-mail: sekretariat@ank.gov.pl.
9. The administrator appointed the inspector for data protection – tel. 12 422 40 94 ext. 29, e-mail: iod@ank.gov.pl. The data protection inspector can be contacted with regards to all matters related to the processing by the Archives of personal data of the user and using the rights connected with this processing.
10. The user has at any time the right to:
 - 1) Access to their data and receiving the copies;
 - 2) Correcting their data;
 - 3) Removing personal data in the situation where the processing of data does not take place to fulfil the obligation resulting from the legal regulation;
 - 4) Limiting of data processing;
 - 5) Objecting to the data processing;
 - 6) Filing a complaint to the President of the Office for the Protection of Personal Data (00–193 Warszawa, 2 Stawki Street).
11. The data passed by the user shall not be subject to disclosure to the third parties. The recipients of this data will only be institutions authorized by law.
12. The data provided by the user shall be kept in the Archives for 10 years (counting from the beginning of the year following the year in which the consent was given to process the data), with the possibility to prolong the period of storing it on the basis of expertise carried out by the Archive.

§ 3

In order to protect the resources, the manager of the file department or the branch may condition sharing the archival materials with a minor person on the presence of the adult carer during the use of archival materials.

§ 4

1. Information about archival materials necessary to place an order the user searches for independently.
2. The basic help in searching the archival materials are the catalogues and finding aids that are in possession of the Archives, made available in the paper or electronic form.
3. The catalogues and finding aids, unless they include the data protected legally, are made available before submitting *the Request*.
4. General information about the Archives' resources, available archival materials and finding aids is provided by the Archives' employees on duty in the reading room.

§ 5

1. Archival materials or their reproductions are made available on the basis of the user Request (lending form), the template of which constitutes the Appendix no. 2 to the Regulations. Placing orders is possible in the reading rooms of the Archives or electronically, via the form made available on the Internet site of the Archives.
2. The orders must be completed clearly, separately for each archival unit. Whilst placing an order in the reading room, after the consultation with the employee on

duty, filling one lending form for a series of several archival units with subsequent reference numbers is allowed.

3. The orders for archival materials are implemented immediately, with the restriction of the Paragraph no. 4, in the hours specified in the reading rooms and on the Internet website of the Archives.
4. The orders for archival materials requiring additional preparation to make them available (pagination, marking, conservation processes) are realised within the deadline agreed individually with the employee on duty in the reading room.

§ 6

1. The archival materials for which the reproductions were made for long-term storage and reading the content of these materials (e.g. photocopies, microfilms, digital copies), are made available in the form of these reproductions. In such case making the materials available in the form of originals requires the consent of the head of the department or branch every time, unless it doesn't pose a risk to the archival resources.
2. On the user's written request the Archives can temporarily bring the reproduction of archival materials from a different national archives institution. They can also lend the reproduction of materials from own resources to the other archives, and in special cases also to another institution, on the basis of agreement. The user shall cover the costs of postage for both sending and returning the reproduction.

§ 7

1. Ordered archival materials in the form of originals are made available to users only in the reading rooms located in the place of storage of these materials. The Archives does not provide for the possibility of transporting the archival materials in the form of originals at the request of the users between reading rooms located in the individual departments and the branch of the Archives.
2. Ordered archival materials or their reproductions are issued to the authorized user by the employee on duty from a handy deposit of the reading room each time they use these materials.
3. Maximum number of original archival units that can be made available to one person during the day is 10 archival units. The limit results from the requirements of securing the resources and organizational conditions of the process of making it available. In the justified cases this number can be changed by the employee on duty.
4. The original ordered archival units containing loose files are made available subsequently, which means that after returning the used unit, the user receives the next one. In particularly justified cases, the head of the file department or the branch can give their consent to abandon this principle, if it doesn't pose a risk to the archival resources.
5. In case of units containing loose files of special value (e.g. paper documents, leaflets, iconographic materials), they can be made available subsequently as single documents or cards.

6. Materials of special value (parchment and paper documents, Old Polish files – books and loose files, special collections – e.g. loose seals, seal matrices, miscellanea, posters, iconographic, cartographic, sphragistical collections) are not made available on duty between 4 p.m. and 7 p.m.
7. In case of using the particularly valuable materials (listed in paragraph 6), the user interrupting work on them and leaving the reading room for a short time is obliged to deposit them with the employee on duty each time.
8. After each completion of work, the user of archival materials in the reading room returns them to the employee on duty, with the disposition of their return to the storage room or keeping them in the deposit of the reading room.
9. If the break in using the materials located in the handy deposit exceeds 10 days, they are returned to the storage room without the user's instruction. Undertaking the work on them again requires submitting another request.

§ 8

1. In the place occupied in the reading room one cannot bring objects and substances that may cause the damage to the archives (including groceries), as well as file wallets and bags.
2. The user uses the materials made available within the framework of the submitted *Request*, without interfering in their layout and content, taking care of their physical state and safety.
3. In relation to the archival materials that require it, the user wears the protective gloves that are provided by the Archives. Using the gloves is mandatory in relation to the photographic materials.
4. In case of difficulties met by the user whilst using the archival materials (e.g. a tightly bound book, fragile paper, lack of space on the worktop), the user has the duty to report this fact to the employee on duty without independently undertaking the actions that can negatively influence the state of preservation of these materials.
5. The user may make notes on the loose sheets of paper, using exclusively a pencil or using a laptop for that purpose.
6. Using archival materials in the reading room should be carried out in the way that does not interfere work of other users.
7. It is strictly forbidden to take archival materials, as well as records and finding aids outside of the reading room by the users.
8. After each end of work the users of archival materials or their reproductions have the responsibility to return them to the employee on duty in such state, in which they received it from the storage room, and after work completed with microfilms, to rewind the film to the beginning.
9. In the case of gross non-compliance by the users with the rules of using archival materials, the employee on duty shall immediately inform about this fact the manager of the department or the branch, and he – the director of the Archives.
10. A gross non-compliance by the user with the rules of using the archival materials may pose a premise to issue a decision about the refusal to make these materials available.

§ 9

1. In the course of using the archival materials in the reading rooms, the users can make their own digital copies free of charge using own equipment.
2. Independent copying of archival materials by the users:
 - 1) Should be carried out:
 - a) In the way non-invasive for the archival materials and without interfering in their layout and form, particularly without using additional lighting and without manipulating these materials in any other way than during normal use (without additional pressing, straightening, putting extra weight on them, etc.),
 - b) In a manner not disturbing other users, in particular without the use of additional equipment, e.g. tripods, reflective blenders or worktops, as well as devices causing noise,
 - c) In the location where the archival materials are usually made available, without creating additional procedures or workplaces for the users;
 - 2) Cannot be considered as a premise to make original archival materials available, if the Archives is in possession of their user copies or if they are excluded from sharing due to poor physical condition.
3. It is also acceptable to independently photograph by the user the reproductions of archival materials, including pictures from the computer screen and microfilm reader, not excluding microfilms borrowed from different national archives.

§ 10

1. In the Archives the records are maintained to document the process of sharing the archival materials and their reproduction in the form of a guest book and the book of archival units made available.
2. The records referred to in the paragraph 1 are kept in the traditional system.

§ 11

1. The access to archival materials, as well as catalogues and finding aids can be limited in full or partially, by decision of the Archives Director, in the cases specified in the *Art. 16b of the Act of 14th July 1983 on the national archival resources and archives* (Journal of Laws of 2018 Item 217, with amendments), i.e. when:
 - 1) Physical state of the archival materials does not allow their sharing,
 - 2) Sharing them would violate the regulations on classified information protection and other secrets protected by law,
 - 3) Sharing would violate the protection of personal goods and personal data.
2. In case of archival materials with limited availability, the user may be summoned to:
 - 1) Confirm the identity, in particular through showing any identity document,
 - 2) Submit additional documents confirming the rights of the user to familiarise themselves with the content of archival materials – in particular by submitting the authorization of the Ordering Party, on behalf of whom the user is acting, or the consent of the administrator of the documentation deposited or transferred to the Archives, subject to its limited availability, etc.,

- 3) Submit additional explanations and statements confirming the user's rights to get to know the content of archival materials,
- 4) Submit additional statements within the scope of legal protection of information obtained on the basis of archival materials made available. The appropriate statement can be made on the form: *User obligation to protect information*, whose template is the Appendix no. 3 to the Regulations.

§ 12

The separate regulations apply to sharing the non-archival documentation stored by the Archives based on the civil agreements of storage.

§ 13

In the case of a situation in the Archives that poses a risk to health or life of persons present on the Archives' premises (fire, contamination with the toxic materials, terrorist attack, etc.), it is necessary to act in accordance with the instructions of the person managing the evacuation action.

§ 14

In the matters not covered by these Regulations, the provisions apply contained in the *Regulation No. 24 of the Head of National Archives dated 18th May 2017 on the organization of sharing the archival materials in the national archives*.