

RESEARCH GUIDELINES

The Prague City Archives Research Guidelines have been issued on the basis of Art 36, Letter a) of the Act No 499/ 2004 Coll. on Archival Activities and Record Management, and on amendments of certain Acts:

Article 1

General Provisions

(1) The archival materials can be consulted only in the designated area (hereinafter referred to as the "Reading Room"), and provided the conditions specified in law have been met. The Applicants who wish to consult archival materials (hereinafter referred to as "Researchers") shall not be allowed to enter the area where the archival materials are stored.

(2) When entering the Reading Room, the Researcher shall sign in the Reading Room Visitors' Book stating the date of his/her visit, his/her first name and surname and signature.

(3) In the Archives Reading Room, the Researcher shall fill in a Research Form, which is at the same time a request to consult archival materials. The Researcher shall identify himself/herself with a personal identity card, a passport, or another personal document, to the Reading Room Supervisor who will check the correctness of the data specified in the Research Form. The Researcher shall fill in a new Research Form for each calendar year in which he/she consults the archival materials, and in case of any change in the purpose of consulting or in the research topic .

(4) Before entering the Reading Room, the Researcher shall deposit his/her outdoor coat, handbags and other similar possessions at the designated place. Dirty persons and those intoxicated with alcohol or drugs are not allowed to enter the Reading Room.

(5) The Researchers are not allowed to make noise, smoke, eat, drink or use telephones in the Reading Room.

(6) The opening hours of the Prague City Archives Reading Room are Monday-Thursday, 9.00 am to 4.00 pm; on Fridays, only institutional research on previous notice is allowed from 9.00 am to 12.00 am.

Article 2

(1) When consulting the materials, the Researcher shall follow the instructions of the Reading Room Supervisor. The Reading Room Supervisor shall be entitled to require that the Researcher uses only medium hardness pencils for making excerpts and notes from certain types of archival materials. It is not an obligation of the Reading Room Supervisor to assist the Researcher with reading or translation of archival materials, to explain relevant historical facts etc.

(2) When consulting the archival materials, the Researcher shall handle them with utmost care. The Researcher must not use the archival materials as writing pads, make direct carbon copies from them, highlight or cross out the text, insert his/her own notes, or use the archival materials for other than consulting purposes.

(3) The archival materials requested by the Researcher can be consulted only by one person at a time, namely .e. by the Researcher who filled in the Research Form for the relevant archival materials. In justified cases (e.g. didactical purposes, guided tours etc.) the Reading Room Supervisor can allow that more persons at a time consult an archival material.

(4) The delivery time of archival materials, their total amount and amount per visiting day shall comply with the operating conditions and technical possibilities of the Archives, taking into account the importance and purpose of the consulting. Researchers shall only be provided with such an amount of archival materials which can be easily checked by the Reading Room Supervisor for their number and state when returned. In the Prague City Archives, the archival materials deposited in the building located "Na Chodovci" shall be submitted on the 3rd business day since the filing of the request; the archival materials deposited in other buildings shall be submitted as soon as possible as agreed with the curator of the relevant collection.

(5) The Archives shall not reserve the archival materials in their Reading Room for the Researcher if the latter fails to start consulting the archival materials within 30 calendar days after the agreed date of their submission, or if he/she interrupts the consultation for a period longer than 30 days.

(6) If two Researchers submit a request to consult the same archival material, the Archives shall allow the Researcher who submitted the request later to consult the archival material in question if the Researcher who submitted the request earlier agrees to it, or if it is clear that both Researchers consult these archival materials for a different purpose or have different research topics. If two or more researchers are to consult the archival materials simultaneously, the Archives shall allow the consultation only to the Researcher for whom the materials have been reserved earlier. In case of any doubt it is up to the Director (Head) of the Archives to decide.

Article 3

(1) Based on an approval of the Research Room Supervisor, the Researchers may use their own copying devices in the Reading Room to copy archival materials for personal study purposes, provided that the specified conditions are met (such as silence in the Reading Room), and that the other Researchers are not disturbed. The approval shall be expressed by a signature on a written request filled in by the Researcher; a specimen request is appended to the specimen of the Research Guidelines. The above does not affect the protection of any potential ownership rights, copyright and the related rights.

(2) Devices facilitating consultation of archival materials (e.g. laptops, tape recorders, digital scanners etc.) can be used based on the consent of the Reading Room Supervisor, unless the other Researchers are disturbed thereby.

(3) After the consultation of archival materials, the Researcher shall leave his/her seat in the Reading Room in an orderly state. All excerpts, notes and other personal aids and belongings shall not be left in the Reading Room but must be carried away.

(4) After each consultation of archival materials, the Researcher shall be liable to return them in the same number and state in which he/she received them.

(5) The Researcher shall use the information found in the archival materials solely for the purpose specified in the Research Form. If such information is used in a scientific or another paper, the Researcher shall specify the name of the

relevant Archives, the archival collections used, and call or inventory numbers of the archival materials (archival data), used as the source of the relevant information.

(6) If the Researcher publishes a paper based on the archival materials deposited in the Archives, he/she shall be liable to send one copy of such a publication to the Archives (e.g. publication of archival materials). If the Researcher had used archival materials from more archives, he/she shall send the publication only to the Archives whose archival materials he/she used most, and he/she shall provide to the remaining Archives bibliographic references on the work published.

Article 4

Use of Archival Aids

(1) Researchers shall be allowed to consult archival aids after filling in the Research Form.

(2) Researchers shall treat the archival aids presented for consultation in the same way as the archival materials, and, if they are subject to statutory copyright, also as and literary works.

Article 5

Copying archival materials

(1) The Archives shall provide copies of the archival materials needed by the Researcher for study or administration purposes or for his/her work as specified in the Research Form, if the owner of the relevant materials gives his/her consent in advance, or if it is possible given the copyright and related rights. Copies of archival materials are provided according to the operating conditions and the technical possibilities of the Archives. Copies of archival materials in poor physical condition shall not be provided.

(2) Copies of archival aids which have not been published shall not be provided unless permitted by the copyright holder (if any).

Article 6

Lending out of archival materials for study purposes

(1) Original archival materials can be lent for consultation to different Archives than those in which they are stored solely if authorised by the Archives Director (Head), and only exceptionally taking into account the purpose and circumstances of their use, safety of their transportation, their protection at the place of temporary storage, and the relevant costs. Archival materials shall not be sent by mail but must be transported under previously agreed conditions by an employee authorised thereto by the Director (Head) of the Archives lending the relevant materials.

(2) Original archival materials may be lent out only exceptionally based on the authorisation of the Archives Director (Head) and under the conditions specified in Paragraph 1 hereof, solely to their owner or author (unless the latter is an individual), or to a Government authority, local government authority and persons who are entitled to consult documents in compliance with a special legal regulation, if the consultation is necessary for meeting their professional obligations.

(3) If the archival material stored in public archives is not owned by the Czech Republic, by a legal entity established by

law or by local government authority, a written approval of the owner is required to lend out the archival material in question.

(4) The Archives are obliged to issue a document to the borrower of archival materials which should specify

- a) the full list of the archival materials lent;
- b) the purpose of borrowing;
- c) the date of borrowing and time limit for the return;
- d) if the borrower is an individual, his/her first name, surname and permanent residence address based on his/her identity card, or
- e) if the borrower is a legal entity, the registered office of the borrower and the first name, surname and permanent residence address of the person authorised by the borrower, and
- f) the autograph of the borrower or of a person authorized by the borrower, and an official stamp if the borrower is a legal entity.

(5) The archival materials lent shall be entered in a special Register of Archival Materials Lent.

Article 7

Use of the Archives Library

Researchers are entitled to use books, magazines and newspapers from the Archives Library in relation to, and up to the extent of, their study topic. The use of books, magazines and newspapers from the Archives Library for study purposes shall be subject to the lending rules issued by the Archives Director (Head).

Article 8

Tours of the Archives

Tour visitors shall sign in the Visitors' Book in the Reading Room. They can visit other areas of the Archives than the Reading Room only if authorised by the Archives Director (Head) and accompanied by an employee authorised by the latter.

Article 9

Consideration for services provided to the Researchers

(1) The consideration for services provided by the Archives at the request of the Researchers is specified in the Services Price List.

(2) The Services Price List is available to the Researchers in the Archives Reading Room.

Article 10

Closing Provisions

In case of breach of any of the basic obligations defined in the Research Guidelines, the Researcher may be denied the right to consult the archival materials, or a previously provided permission thereof may be withdrawn.