

# Regulations of the Iconographic Collection Reading Room of the National Library

1. The Iconographic Reading Room provides access to: graphic works, ex libris inscriptions, photographs, albums, postcards, its reference collection, and – in special cases – drawings.
2. The collections are made available to scholars and – in special cases – students and representatives of institutions, but only after having submitted a formal request from their professor or institution, in which the intended research topic is defined. Said request must then be accepted by the head of the Library's Iconographic Collections Department.
3. The right to use the collections of the Iconographic Collections Department is valid for a stipulated period of time, necessary to conduct research work, but not longer than one year. Once that period has passed, the reader must again document his or her need to make further use of the collections.
4. The reader may make use of the collections after having signed a statement agreeing to observe the Regulations. That statement is to be filled out on the basis of two identification documents (a personal ID and a second that bears a photograph). After that, the reader must always leave one of those ID documents with the librarian on duty, and then legibly sign his or her name into the visitor's book. These same principles concern persons who make use only of the catalogues and the reference collection.
5. When in the Iconographic Collection Reading Room one may make use of:
  - the reference collection of the Institute of Iconographic Collections;
  - the materials gathered in the collections of the Institute;
  - copies of iconographic materials, i.a.: photocopies, digital copies of digitalized materials registered on CD;
  - one's own materials, brought in with the permission of the librarian on duty.
6. Ordering collections (including from the reference collection) takes place on the basis of legibly filled out request forms (all catalogue numbers must be given):
  - request forms should be submitted on Tuesdays before 3:00 pm, and on Wednesdays before 1:00 pm. Requests submitted later will not be fulfilled until the next day;
  - after having submitted a request, the reader will be informed of how long he or she must wait for their request to be fulfilled. This is dependent on the status of an object and the time required for preparing to make it available.
7. All drawings, graphic works, albums, and photographs of large size, or requiring special conservation attention, are made available only in special instances and with the permission of the Department's head.
8. Ordered materials are returned to the storage magazines if the reader does not report for them within 6 days. Within an appropriate time, the reader may request an extension of that time.
9. The reader has the right:
  - to single-time use of one volume (and album or book) or five editions of loose materials (graphic works, ex libris inscriptions, photographs). The permission of the librarian on duty, or – in special cases – the head

of the Institute, is required for single-time use of a larger number of items;

- to obtain the assistance of the librarian on duty in making use of the catalogues of the collections;
- to use his or her own equipment (computer, typewriter, tape-recorder, etc.). However, this has to be done with the knowledge and permission of the librarian on duty, and occur under specific conditions and in a designated place;
- order paid copies (photocopies, microfilms) of materials from the collections of the Iconographic Collections Department in a scope allowed by copyright laws and in regard to the given item's state of preservation.

10. Persons using the catalogues and collections of the Iconographic Collections Department are obliged:

- to leave their coats, umbrellas, briefcases, and hand-bags in the cloakroom,
- to sign into the visitor's book,
- to work quietly,
- to take care of the materials made available,
- not to cross out, underline, or trace anything, nor to make notes on materials made available to them, nor to use books or scores as pads while writing, or lean on them,
- not to use any kind of ink or felt pens: all notes must be made with pencil only,
- not to take materials made available in the reading room out from it: when leaving the reading room (even if just briefly) all borrowed materials must first be returned to the librarian on duty,
- not to bring food and/or beverages into the reading room.
- to observe the guidelines of the librarian on duty concerning the use of the materials supplied,
- not to remove catalogue cards from their drawers,
- not to copy or scan materials with their own equipment,
- not to use cell phones.

9 The reader is materially responsible for any damages to Library property and Library equipment that has occurred through his or her fault.

10 Failure to follow the rules or improper behavior can result in loss of the reader's library card, and consequently the right to use the collections of the Iconographic Collections Department (and indeed the right to use any of the National Library's collections).