

Confirmed:
Director of the Wroblewski
Library of the Academy of
Sciences

Vilnius,

THE WROBLEWSKI LIBRARY
OF THE ACADEMY OF SCIENCES

**REGULATIONS FOR THE USE OF
MANUSCRIPTS**

GENERAL RULES

1. The manuscript collections kept in the Manuscript Department of the Wroblewski Library of the Lithuanian Academy of Sciences are a part of the library collections that belongs to the cultural heritage of Lithuania.
2. Readers are allowed to use manuscripts for scientific and cultural purposes.
3. Manuscripts are made available to persons who are familiar with these regulations and have:
 - 3.1 a Library reader card;
 - 3.2 an official letter from workplace signed by the head or assistant head of the institution (students must provide a similar letter from the university/college dean or vice dean), stating the topic and purpose of the research
 - 3.3 permission from the Library Director.

4. Access to the manuscripts for citizens of other states is provided in accordance with these regulations.
5. The permission to read manuscripts is given for the period of one year.

ORDERING AND SUPPLYING MANUSCRIPTS

1. Only registered and described manuscripts in good condition may be supplied. If copies are available, the original manuscripts are not supplied.
2. To request manuscripts, readers fill out a paper „Application“ slip.
3. Manuscripts are made available in a strict accordance with the topic of research indicated in the application.
4. Up to 10 items may be supplied at one time. No more than 20 items may be supplied per day.
5. On receipt of the ordered items, readers sign for them in the Manuscript Retrieval Book, check the condition of the received materials and inform the Reading Room staff of any defects or imperfections.
6. According to readers' wishes, the ordered items may be held in the reading room for two weeks. Upon the expiration of this term, if the reader does not visit in the Reading Room, the items will be returned to the depository.
7. The documents, the use of which is restricted by laws and regulations of the Republic of Lithuania, are made available according to the procedure established by the legislation.
8. The documents accepted by the Manuscript Department for safekeeping under agreement, are made available to readers on the conditions stipulated by the agreement.
9. Unique, restored or particularly fragile documents are made available for reading only with the special permission from the Director.

USE OF MANUSCRIPTS

1. The manuscripts may be examined only in the Tadas Vrublevskis Reading Room.
2. Copying of materials may be provided for a fee for private use only. Full payment must be done in advance.
3. The reader needs a permission from the Director for every manuscript that is to be copied.
4. Fragile and restored manuscripts, sets of documents, entire collections or manuscript inventories may not be copied.
5. In exceptional cases only (if the library does not have the necessary copying equipment and provided the safety of the materials to be copied is guaranteed) the Library Director may grant permission for copying materials on the premises of another institution.
6. The texts of the manuscripts may be published only with the special permission from the Library Director.

READERS' RIGHTS AND OBLIGATIONS

1. Readers may
 - 1.1 make copies and transcripts of or extracts from the materials only in a strict accordance with the topic of research indicated in the permission;
 - 1.2 use technical equipment, provided it does not harm the library materials and does not disturb other readers;
 - 1.3 request an advice from a Manuscript Department staff member as to the archive documents that may be required for their research.
2. Readers are obliged :

- 2.1 to handle the materials carefully:
- 2.2 to put the date, signature and to specify the type of work (copy, transcript or extract, indicating the used pages or leaves of the manuscript) in a legible writing on the form on the cardboard jacket protecting the manuscript.
- 2.3 using a manuscript in a publication, always to include the exact signature of the manuscript;
- 2.4 to provide the Manuscript Department of the Library with one copy of each publication in which they use manuscripts from the library collections.
- 2.5 to return all manuscripts, books and other publications received from the Manuscript Department to a department staff member every day before closing of the Reading Room.

It is strictly prohibited to fold, mark, write on, rest hands and arms on, use carbon paper to make copies of, disarrange parts of manuscripts, to let other persons use manuscripts or to take materials outside the Reading Room.

Readers who violate these rules will forfeit the right to use the Library and its manuscript collections.