

**Rules for access to the resources of the Archive of the Institute of  
Legal Studies at the Polish Academy of Sciences**

**§ 1**

The general rules of the Archive of the Institute of Legal Sciences of the Polish Academy of Sciences (hereinafter: AZ ILS PAS) are defined by the Act of 14 July 1983 on the national archival resource and archives (consolidated text: JoL 2016 item 1506), the Act of 22 January 1999 on the protection of classified information (consolidated text: JoL 2005 no. 196 item 1631), the Act of 29 August 1997 on the protection of personal data (consolidated text: JoL 2016 item 922), the Act of 6 September 2001 on access to public information (consolidated text: JoL 2016 item 1764) and the Act of 25 February 2016 on the reuse of public sector information (JoL 2016 item 352) as well as the Registry Guidelines of the Institute of Legal Sciences of the Polish Academy of Sciences, constituting Annex No. 1 to the Order of the Director of the Institute No. DYR.021.3.2014 of 3 July 2014.

**§ 2**

1. AZ ILS PAS provides access to archival materials (category A) and non-archival materials (category B) for scholarly and other use on a direct basis, i.e. by allowing the interested parties or their authorized representatives to personally browse the originals of the documents (or their reproductions) in the reading room of the Library of ILS PAS Library.
2. The right to use the collection of AZ ILS PAS is given to:
  - a) the employees of the Institute;
  - b) retired employees of the Institute, only with the written consent of the Director of ILS PAS
  - c) guests, only with a written consent of the Director of ILS PAS
3. Access is under the supervision of an employee of AZ ILS PAS or an authorized employee of the Library.

**§ 3**

1. Records that are ordered, paginated or laminated, and catalogued (i.e., equipped with filing aids that facilitate the identification of individual items) are subject to direct access.
2. Uncatalogued records can only be made available to the employees of INP PAS for official use, upon the written order of the Director of the Institute, and only when their initial identification is possible.

**§ 4**

1. The records are made available for official use with the written permission of the head of the department in which the records were created.
2. The records of a closed department are made available upon the consent of the head of a department that has taken over its duties or, if the head cannot be identified, the Director of ILS PAS.

#### **§ 5**

1. Access to records for purposes other than official use is based on a request to the Director of ILS PAS.
2. The application should include the applicant's data, the name of the institution where the applicant works, the topic and scope of the research project or the purpose for which the records are to be used.

#### **§ 6**

The documentation and information aids available in AZ ILS PAS can be made available to guests and retired employees only after meeting the requirements described in § 5 of these Regulations.

#### **§ 7**

1. Only entire files are accessible. You may not borrow individual documents contained in a file.
2. In justified cases, the Head of the Project Department of ILS PAS may refuse to grant permission to use or copy the documentation due to its poor preservation or disorderly numbering/cataloguing.
3. A lack of the requested records in the AZ ILS PAS file does not constitute a refusal to grant access to the records.
4. Only the staff of the Archive can search for the documents in the storeroom of AZ ILS PAS.

#### **§ 8**

The date of the visit in AZ ILS PAS should be arranged in advance with the Archive staff.

#### **§ 9**

1. Each visit of a user of the AZ ILS PAS resources in the reading room of the Institute is recorded in the book of visitors (the name and surname of the user, the date of the visit, the topic of research, and the signature of the user).
2. AZ ILS PAS makes the documentation available on the basis of a file availability card. The user should fill it in legibly, separately for each archive department. The card shall be signed by the person using the records and the head of the department that the records

come from. The return of the documentation is recorded by an Archive employee on the same card.

3. In the case of the release of personal files, the consent of the Director of ILS PAS is required each time. The release of these files takes place in accordance with the regulations on the protection of personal data.

#### **§ 10**

1. A reader can order up to 10 archival records at a time.
2. Where warranted, the number of records may change.

#### **§ 11**

1. Archival records containing loose documents are to be made available one by one, i.e. after the user returns one record to the archivist, the next record is given to them.
2. The Archivist may grant an exception to this rule upon request of the user motivated by special needs for the use of documents.

#### **§ 12**

1. The user of the AZ ILS PAS resource takes full responsibility for all the materials made available to them.
2. The user is obliged to take care of the physical condition and safety of the materials provided.
3. No changes in the arrangement of the files or their contents are permitted.
4. It is forbidden to take photos or reproduce documents without the consent of the Head of the Project Department of ILS PAS.
5. It is not allowed to make notes on paper placed directly on the documents.
6. The use of materials should be carried out in a way that does not disturb other users of the reading room of the ILS PAS library, in accordance with the rules of decorum in force.

#### **§ 13**

1. After finishing research, the user returns the materials to an employee of AZ ILS PAS with a note that they should be sent back to the storeroom or left for reuse. The materials may be left for a maximum of 5 working days.
2. The user should inform an employee of AZ ILS PAS about any missing or damaged materials.
3. Due to security requirements, the staff providing access to the records may check the notes taken by the users (but not their content).

#### **§ 14**

1. In justified cases, the records may be lent for official use outside the archival storeroom and the reading room of the library of ILS PAS to other premises of ILS PAS.
2. The borrower takes full responsibility for their condition and safety. The records must be returned within the period agreed upon with the Archive.
3. It is forbidden to remove documents from the materials or to make duplicates without the consent of the ILS PAS Archive.
4. Should the archivist discover any deficiencies or damage in the documentation on loan to another INP PAN department, they must draw up an official report.

#### **§ 15**

1. It is forbidden for the departments that borrowed documents to pass them on to other departments.
2. The transfer of records to another department can be done only through AZ ILS PAS.

#### **§ 16**

The following documents are not lent outside the archival storehouse and the reading room of the library of ILS PAS:

- a) documentation restricted by the department that created the file;
- b) documentation that is damaged and in poor condition;
- c) records that have not been processed and catalogued;
- d) non-archival documents selected for destruction after the procedure of applying for the permission of the Archive of New Files for their destruction has been initiated;
- e) archival records after the initiation of the procedure for their transfer to the Archives of PAS;
- f) the inventory and data processing resources of AZ ILS PAS. This documentation is not lent to other departments of the Institute.

#### **§ 17**

In special cases, the Archives shall make the records available indirectly by providing interested parties with information contained in documents in the form of a written response to a request or inquiry or a reproduction of a document (with the exception of certificates, certified copies and certified reproductions which are subject to separate regulations).

#### **§ 18**

Photocopies of personal documents of deceased staff members of ILS PAS can be issued to their family members with the permission of the Institute's Director on the basis of official documents confirming the degree of relationship.

## § 19

1. Users of AZ ILS PAS are obliged to read these Regulations and to comply with their provisions.
2. Failure to comply with the above rules may result in a decision by the Project Department Manager to deny access to the records.
3. Exceptions to the Regulations may be applied only in extraordinary cases, with the consent of the Head of the Project Department of ILS PAS.
4. Settlement of matters not covered by these Regulations lies within the competence of the Director of ILS PAS.
5. These Regulations come into force upon signature.