

RESEARCH REGULATIONS

The Research Regulations of the State Regional Archives in Zámorsk issued on the basis § 36 letter a) of the law No. 499/2004 about keeping archives and documentary service and about a change of several laws:

Clause 1

Basic Instructions

(1) Studying of public records is possible only after performing conditions determined in the law and in specified rooms (further „the research room“). Applicants for studying (further „the researcher“) are not allowed to enter the rooms where the public records are deposited.

(2) The researcher writes his name in a book of visitors in the research room where he mentions date of visit, his name, surname, the purpose of visit and signature.

(3) The researcher fills in the research form in the research room which is also an application for studying public records. The researcher proves his identity by the identity card or by the passport or by another personal document to the archivist appointed to the research room (further „attendant in the research room“) who controls validity of data stated in the research form. The attendant in the research room fills the research form in the case of the electronic research form in researcher's presence who checks up all data and signs the research form after printing. The researcher fills in the new research form every calendar year when he studies the public records and at any change of the purpose of studying or at the change of the theme of studying.

(4) If the researcher is not able to prove his identity by the identity card, by the passport or by another personal document to the attendant in the research room, the study of public records will be denied to him.

(5) The researcher fills the application form for putting forward the records, he mentions his name, surname, name of archival aid, number of a box, inventory number, book number or folio he asks for study, he writes a date and signs the application form. The researcher can send preliminary his requisition by means of distant access (internet, fax or telephone). If the requisition sent by means of distant access does not include all demanded data or the formulation of the requisition for putting forward records is unclear, inaccurate or unrealistic, this application is considered as informative and noncommittal. Such an application can be discharged in adequate term after making accurate when the researcher visits the archives. He fills the application form, he writes a date and signs it. The application form will be joined to the research form and it becomes a part of the research form.

(6) The researcher puts off a coat, a luggage and other things into an assigned case in a vestibule before he enters a research room. The researcher can enter the research room only with a pen, a pencil, free sheets of paper without a folder and a record device, it is a camera, scanner or laptop without a case. The researcher sets forward his things after finishing the study for the purpose of finding he does not carry away public records from the research room (he especially opens a laptop, a scanner, he puts forward sheets of paper). The researcher sets forward on request for control also before starting the study in the research room the things he takes with him to the research room. Persons who are soiled or under the influence of alcohol, drugs or armed persons are not allowed to enter the research room.

(7) It is necessary to keep quiet in the research room, it is not allowed to smoke, eat, drink and to phone here. The researcher switches off the devices with sound signals which he brings to the research room.

(8) Office hours of the research room are on Monday and Wednesday 8.00 - 17.00 hours, on Tuesday and Thursday 8.00 - 15.00 hours. The director of the archives sets down a contingent restriction of office hours in the research room.

(9) In case that all study places are occupied, the next researcher can enter the research room when some of places will be free.

Clause 2

(1) During the research work the researcher is obliged to follow the instructions of the attendant in the research room. The attendant can ask the researcher to use only an ordinary carbon pencil of middle hardness for making excerpts and notices from some kinds of public records. The attendant in the research room is not obliged to help the researcher to read the text of the records, to translate it into other languages, to explain historical realia related to public records.

(2) During the research work the researcher spares mostly the records. It is not allowed to use the records as writing pads, to copy directly out of them, to underline in them, to scratch or insert in them or to use them in other way or for other purpose than for studying. If the researcher physically damages the public records, the study of records will immediately denied to him.

(3) The researcher must not take public records from the research room without a permission of an attendant in the research room. If the researcher takes any record from the research room, he must finish the study of public records.

(4) Only one person can study the public records at the same time and that is the researcher into his research form the put forward records were inscribed. The attendant in the research room can in well-founded cases permit more persons to look into records at the same time (e.g. pedagogic reasons, excursions).

(5) The public records and their study reproductions are put forward to the researcher in time-limits, in total quantity and in quantity for one visiting day according to operational conditions and technical possibilities of the archives with regard to the importance and the aim of the study. The public records are put forward at the most in quantity of six study units (books, cartons, maps, etc.) for one visiting day, study reproductions of records on microfilms at the most in quantity of twenty microfilms for one visiting day. The director of the archives can give an exception to assumed quantity of records or study reproductions on the basis of the previous motivated written application of the researcher which will involve an exact number of required study units of the records or study reproductions for the research work. We put forward always only such a quantity of records, number and state of which after giving back the attendant in the research room can control without problems. If the study reproductions are made, they are put forward to the researcher instead of public records. The records of the Collection of the parish registers of the East-Bohemian Region, the Collection of the land books of the East-Bohemian Region and study reproductions on microfilms are put forward within half an hour, records from other aids and collections put in depots in Zámrsk and Hostovice are put forward on the basis of an agreement with the attendant in the research room according to actual operational conditions. In the same day the records and study reproductions are only put forward which the researcher required till 13.30 hours. In the time of a pause for a lunch from 12.00 to 13.00 hours for the attendants in the research room the records or study reproductions are not put forward.

(6) The archives do not reserve the researcher records in the research room if the researcher does not begin the study of the records up to 30 calendar days from the negotiated day for their putting forward or he interrupts the research for the time longer than 30 days. The public records are reserved to the

researcher for the necessary time of studying. If the researcher does not study reserved records regularly and he does not give back the records, the records are reserved for three months from the date when they were set forward. After lapse of time it is possible to prolong the reservation for the next period as a rule till the end of the calendar year. When the study is prolonged, we pay regard if next researchers want to study the records.

(7) The archives enable another researcher to study the records than is the researcher who asked to study the records as the first if the researcher for whom they were reserved as the first, agrees that the second researcher can study the records. The archives also enable another researcher to study the records if each of these researchers demonstrably studies the records for the other purpose or each of them studies the other theme. In case that two or more researchers want to study at the same time, the archives enable to study these records only the researcher to whom the records were reserved as the first. The director of archives decides in contentious cases.

Clause 3

(1) If the fixed conditions are fulfilled in the research room (to keep quiet, not to use a flash) and if other researchers are not disturbed, it is possible to use a reproduction device to make reproductions of records for the personal study use of the researcher only with the approval of the attendant in the research room. The agreement is expressed with a signature of the written application filled by the researcher. The form of the application is an enclosure of model research regulations. The protection of contingent property rights and copyrights and related rights is not endangered.

(2) The researcher leaves his place in the research room in order after the research work. He does not leave the excerpts, notices and other things in the research room but he takes them away.

(3) After every research work the researcher has to return the records in the quantity and the state in which they were put forward to him. The damage of records will mean that the permission to study will be finished to the researcher.

(4) The attendant in the research room is obliged to control quantity and state of the records what the researcher gave back and to confirm by his signature in the research form the regular giving back before the researcher leaves the research room.

(5) The researcher uses information obtained from the records only to the purpose stated in the research form. Everybody is obliged to write in the scientific or other works the name of the archives, the used public records and numbers of books and cartons or inventory numbers of records (archival data) from which he gathered.

(6) If the researcher published a work for which he used the public records deposited in the archives, he sends the appurtenant archives a copy (e.g. edition of records). If he gathered from the records deposited in more archives, he sends the published work only to the archives from their records he gathered most; he reports the other archives bibliographic data about the published work or he sends the work in electronic way in PDF format.

Clause 4

Using archival inventories

(1) The archives enable the researchers to look in archival inventories.

(2) The archival inventories which are put forward for studying if are not official works are treated as literary works if they fulfil conditions of protection according to the copyright (e.g. introductions to the inventories).

Clause 5

Making reproductions of the records

The archives give the reproductions of the public records from the records which the researcher studies or needs for official purposes or his own works stated in a research form in dependence on the contingent approval of the owner of the records given in advance or on the protection of the contingent copyright and related rights. The reproductions of the records are given in dependence on operational conditions and technical possibilities of the archives about which the attendant in the research room informs the researcher. Reproductions of the records physical state of which is bad are not given.

Clause 6

Lending of the public records for the purpose of the study outside the archives

(1) The director of the archives permits exceptionally the lending of the originals of the records to study to the other archives than they are deposited on the basis of the previous written application with regard to the sense, purpose and circumstances of their using, the safety of transport and the ensurance of the protection of public records in the place of temporary deposition and with regard to the costs connected with it. It is not possible to send the public records by post but the appointed archivist set by the director of the archives which lend the records transfers them under conditions agreed beforehand.

(2) The director of the archives allows exceptionally the lending of the originals of the records outside the archives and under conditions according to the paragraph 1 only to the owner or the originator of records and the state authority, the self-government authority and the persons who are justified to look into documents under the special instruction if the purpose of study demands it for the reason to perform an official function. It is not possible to refuse to lend the originals of documents to the originator if he deposited the documents in the archives on the deposit contract or on the donative contract or on the contract of purchase and he stipulated the lending of documents in the contract.

(3) If the record deposited in the public archives is not in the ownership of the Czech Republic, juristic person established by law or the self-government, the written approval of the owner is necessary for the lending of the record.

(4) When the records are lent, the archives are obliged to write out to a person to whom the records are lent a declaration involving:

- a) the exact list of lent public records,
- b) the purpose of the lending,
- c) the date of the lending and the time-limit of the giving back the records,
- d) the name, surname and the permanent address of the person to whom the records are lent according to the identity card, if it is a natural person or
- e) in case of the juristic person a residence of the person to whom the records are lent and the name, the surname of the person appointed by him and
- f) the signature of the person to whom the records are lent or the person appointed by him and the official seal of this person (to whom the records are lent) if he is a juristic person.

(5) The lent records are to be written in the special book of lendings in the archives.

(6) If the person to whom the records are lent gives not back the lent records in agreed time-limit and he does not agree on prolongation of the time-limit, next demanded documents will not lent to him till he gives back the lent documents.

(7) When the records lent for the study to the other archives are given back, these archives are obliged to pass to the State Regional Archives in Zámrsk a copy of a research form and a document about the records put forward and given back.

Clause 7

Using the library of the archives

The researcher can use books, magazines and newspapers of the library of the archives in connexion with his study theme and in its range. The study using of books, magazines and newspapers of the library of the archives follows the lending rules which the director of the archives issues.

Clause 8

Excursion to the archives

The visitors taking part in the excursion write their names in the book of visitors of the research room. The director of the archives permits the entrance to the other rooms of the archives than to the research room and it is realized only in the guidance of the archivist appointed by the director.

Clause 9

Payment for services rendered to the researchers and reproduction fees

(1) Payment for services rendered by the archives on the request of researchers and payment of reproduction fees are fixed by the price list of services and reproduction fees valid in public archives.

(2) The price list of services and reproduction fees valid in public archives is available to the researchers for looking in the research room of the archives and by means of distant access.

(3) The archives do not make genealogical research for operational reasons.

Clause 10

Final instructions

(1) If the researcher breaks any of the basic rules given by the Research Regulations, he may be prevented in further studying the public records or the permission given to him may be cancelled.

(2) The previous Research Regulations are cancelled.

(3) These Research Regulations come into force 1st July 2009.

Zámrsk on 30 June 2009

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