

## **RULES OF USING THE SPECIAL AND RARE COLLECTION DOCUMENTS**

Special collection documents (documents published before 1850) can only be accessed in the reading room by researchers obtaining research permit, registration and research card. For using the special collection materials, researchers must file in a request in advance. The request must contain the following information: details of the requested document, confirmation of the research given by an educational institution, an academic institution, or an association. Confirmation has to be approved by the chief librarian. In the reading room up to three regular or one special collection document can be used simultaneously by one library reader. Researchers should always use the digital version of the rare collection materials in case it is available. For reading special collection materials, you must fill in the required fields of the **Research Permit**.

Researchers should make requests for special collection materials using the library's Book Request Form.

The library can only guarantee immediate access to the rare and special collection books if they had been requested in advance. The requested special collection materials must be read at the designated reading room desks. When returning the books, a librarian inspects its condition in the presence of the reader. For the preservation of the documents, other precautionary measures may be taken.

Documents published before 1850 cannot be photographed. Digitization of these documents can be ordered.

Publication license must be obtained for publishing copies of the library's materials. The person requesting the license is responsible for the observance of copyrights of the materials. The license is intended for single use only. Details and owner of the document used for publication must be indicated in the publication and in all other references. A copy of the publication should be given to the owner of the document and it should be placed in the collection.