

# **The Terežín Memorial**

## **Research Rules**

The Terežín Memorial Research Rules, issued in accordance with the Act No.122/2000 Coll. on the Protection of Museum Collections, the Organisational Rules of the Terežín Memorial issued on July 1<sup>st</sup> 2004, Methodical Instructions of the Ministry of Culture No. 53/2001 Coll., on the basis of Section 36 (a) of the Act No. 499/2004 Coll. on the Archives and Records Management and on the amendment to some other acts, as amended by the Act No. 190/2009 Coll. and Section 16 of the Decree No. 192/2009 Coll., implementing some provisions of the Act on the Archives and Records Management and on the amendment to some other acts.

### Article 1

#### **General provisions**

- 1) Viewing the collections is possible only under the conditions provided by law and in the premises designated for this purpose (hereinafter the “reading room”). Persons requesting the permission to view the collections (hereinafter the “researcher”) have no access to the premises where the collections are deposited. Viewing is possible only on the basis of a written application approved by the director or the deputy director of the Terežín Memorial.
- 2) On entering the Terežín Memorial reading room, a researcher shall truly fill in a research form. He is obliged to prove his identity by a valid identity card, passport or other similar document to an employee entrusted with service and supervision (hereinafter “reading room supervisor”). The reading room supervisor shall check the accuracy of the data written in the research form and shall write in the book of visitors: date, number of the research form, name and address of the researcher. A new research form shall be filled in by a researcher for each calendar year in that he is viewing the collections and in case of each change of the subject of the study.
- 3) If a researcher is not able to prove his identity to the research room supervisor by a valid identity card, passport or other similar document, he shall not be allowed to view the collections.
- 4) Only persons who were issued with the permission to view the collections are allowed to enter the reading room. Before entering the reading room a researcher shall store his coat, bag and similar items at the place designated for this purpose. A researcher can enter the reading room carrying only a pen, pencil, his own loose sheets of paper without cover and a recording device such as a camera or a portable computer without bag. After finishing of the study a researcher shall submit his belongings for a check to verify that he is not removing items from the collections from the reading room (particularly he shall open the portable computer, submit the sheets of paper that he has brought). A researcher shall submit the belongings that he is bringing in the reading room for a check on request also before beginning of the study in the reading room. Dirty or intoxicated persons or persons carrying weapons do not have access to the reading room.
- 5) In the reading room it is necessary to be quiet; it is not permitted to smoke, eat, drink or make phone calls.

## Article 2

- 1) During viewing the collections a researcher shall follow the instructions of the reading room supervisor. The reading room supervisor may request that a researcher uses only medium-grade graphite pencils when taking extracts and notes from some kinds of the collection items of written character (hereinafter “documents”). The reading room supervisor is not obliged to provide a researcher assistance in reading texts of documents, translating them into other languages or give information on historical background related to the collections etc.
- 2) During viewing the collections, a researcher shall treat them with utmost care. Documents may not be used as writing rests or for direct copying through carbon paper, passages may not be underlined or crossed out, notes may not be written on them. The collections may not be used in other way or for other purpose except for viewing. Physical damage to the collections caused by a researcher shall lead to an immediate withdrawal of the permission to view the collections.
- 3) Researchers are forbidden to remove the collections from the reading room without a permission of the reading room supervisor. Removing of any collection item from the reading room shall lead to an immediate withdrawal of the permission to view the collections.
- 4) The collections requested by a researcher may be viewed by only one person at the same time, namely by the researcher on whose research form the submitted collections are registered. In reasonable cases (for example educational purposes or during excursions), the reading room supervisor may permit viewing by more persons.
- 5) The collections for viewing shall be submitted to a researcher within the time period and in the total quantity and the quantity per one day according to the service conditions and technical possibilities of the museum, with regard to the importance and purpose of the viewing. The collections are submitted only in such a quantity so that its number and condition can be checked by the reading room supervisor without difficulties upon returning.
- 6) The Terežín Memorial shall not reserve the collections in the reading room for a researcher, if the researcher doesn't start viewing the collections within thirty days from the day arranged for their submission or interrupts their viewing for a period longer than thirty days.
- 7) The Terežín Memorial shall enable viewing the collections to a researcher other than the first requesting to view them if the researcher for whom they have been first reserved agrees to the viewing by another researcher or if each of these researchers is demonstrably viewing the collections for a different purpose or is studying a different theme. In case of simultaneous viewing the collections by two or more researchers, the Terežín Memorial shall enable viewing these collections only by the researcher for whom the collections have been reserved as the first one. Contested cases shall be resolved by the director or his deputy.
- 8) If study reproductions of the collections are available, they are submitted to researchers in place of originals. In such case viewing originals is possible only in well-founded cases and with the agreement of the director of the Terežín Memorial.

### Article 3

- 1) In the reading room it is possible if the conditions set by the reading room supervisor are fulfilled (for instance keeping silence in the reading room) and if other researchers are not bothered to use a digital camera without tripod for making reproductions of the collections (from study reproductions if they exist) with the exception of the memories of former prisoners for a researcher's own study need only with a consent of the reading room supervisor. The consent shall be expressed by signature on an application form filled in by a researcher, the sample of which is attached to the research rules. This shall not prejudice the protection of proprietary rights and copyrights and associated rights.
- 2) After finishing viewing the collections, a researcher shall leave his place in the reading room in good order. Extracts, notes and other aids or items shall not be left in the reading room but shall be taken away.
- 3) After each finishing viewing the collections, a researcher is obliged to return the collections in the quantity, order and state in which they were submitted to him. Breach of this rule shall lead to an immediate withdrawal of the permission to view the collections.
- 4) The information acquired by studying the collections may be used by a researcher only for the purpose specified in the research form. Where such information is used in scientific or other publications, the name of the Terezín Memorial and inventory numbers of the collection items from which the information was drawn must be quoted
- 5) If a researcher published a work written on the basis of viewing the collections deposited in the Terezín Memorial, he shall send to the Memorial one copy. If a researcher got information from records deposited in more institutions, he shall send the published work to the Terezín Memorial in case he got the information mainly from the collections deposited in the Memorial. In case he got the information mainly from records deposited in other institutions, he shall notify the Memorial of the bibliographic data of the published work.

### Article 4

#### **Use of the collections finding aids**

- 1) The Terezín Memorial allows researchers to view the catalogues of the collections after they fill in the research form.
- 2) The catalogues of the collections shall be treated similarly as literary works, provided they correspond to the elements of the subject of protection under the Copyright Act.

### Article 5

#### **Reproduction of the collections**

- 1) Reproductions of the collections shall be provided by the Terezín Memorial from those collections that a researcher studies or needs for official purposes or for the purposes of his own work specified in the research form in dependence on prior consent of the director or the deputy director of the Terezín Memorial. Reproductions of collections shall be provided in dependence on service conditions and technical possibilities of the Terezín Memorial. Reproductions of the collections the physical condition of which doesn't allow copying shall not be provided.

- 2) Reproductions of unpublished catalogues shall not be provided unless a copyright holder gives permission to it.

#### Article 6

##### **Loan of the collections outside the Terezín Memorial**

- 1) The loan of an original collection item outside the Terezín Memorial shall permit the director of the Terezín Memorial or his deputy in exceptional cases regarding the sense, purpose and circumstances of their use, safety during transport, ensuring protection at the place of temporary location and associated costs. The collection items may not be sent by post.
- 2) While loaning the collections the Terezín Memorial is obliged to execute a contract for the borrower that includes:
  - a. the exact list of the loaned collection items
  - b. the purpose of the loan
  - c. the date of loan and the term of return
  - d. the borrower's name, surname and address of the permanent residence according to identity documents in the case of a natural person or
  - e. the borrower's registered office and the name and surname of his authorized representative in case of a legal person
  - f. the own signature of the borrower or his authorized representative and the official stamp of the borrower in case of a legal person
- 3) The loan of an original collection item may not be refused to the originator, if he has deposited the collection items in the Terezín Memorial on the basis of a custody contract, donation deed or purchase contract and he has expressly reserved the loan of the collection items in the relevant contract or deed.
- 4) Loan contracts are registered in special books.

#### Article 7

##### **Use of the Terezín Memorial Library**

A researcher may use books, magazines and newspapers of the Terezín Memorial in connection with and within the scope of his research. The use of books, magazines and newspapers in the Terezín Memorial Library for study purposes shall be governed by the Library Rules issued by the director of the Terezín Memorial.

#### Article 8

##### **Excursions into workplaces where the collections are deposited**

During an excursion into a workplace where the collections are deposited visitors shall record their names in the reading room visitors' book. Entrance to premises other than the reading room must be approved by the director or his deputy and may be undertaken only in the company of the employee authorized by him.

Article 9  
**Fees for services provided to researchers**

- 1) Fees for the services provided by the Terežín Memorial at the request of researchers are determined in the services pricelist.
- 2) Services pricelist is available to researchers for consultation in the reading room.

Article 10  
**Closing provisions**

- 1) Rights of living persons may not be infringed by studying of the collections or usage of the study results.
- 2) Researchers are obliged to respect all limitations given by living persons who provided collection items and information to the Terežín Memorial.
- 3) Submitting of the collections or copies of them acquired by scientific activities of employees of the Terežín Memorial must be approved by the employees for a period of three years.
- 4) The operation of the reading room and the extent of the services that are provided depend on the service and technical conditions of the appropriate workplaces. In this connection and in the interest of the protection of the collections, the director of the Terežín Memorial may limit the opening hours of the reading room or determine other inevitable measures.
- 5) To a researcher found to be in breach of any of the basic obligations given by the Research Rules further viewing the collections may be refused or previously granted approval revoked.
- 6) This Research Rules come into force on October 1<sup>st</sup> 2010 and replace the Research Rules issued on January 12<sup>th</sup> 2005.

Terežín, 1.10.2010

PhDr. Jan Munk, CSc.  
Director of the Terežín Memorial

## Application for Consent to the Use of Own Digital Camera

Name and surname: .....

Inventory number	Deposition

I hereby apply for consent to the use of my own digital camera for making of study reproductions of the collections.

I hereby declare that I will use the copies made by me using my own digital camera solely for my own research purposes and that I will not publish the copies. Further, I hereby declare that if I intend to publish copies made by me, I will ask the Terežín Memorial to grant its consent to a single use of a reproduction and if the Terežín Memorial grants its consent and decides that the publication is of commercial nature, I will pay the fee for copying according to the Price List valid in the Terežín Memorial.

I am also aware that I am responsible for settling any copyright and related rights.

I acknowledge that in case of violation of any of the terms concerning treatment of copies, I may be refused further viewing the collections or my authorization to view the collections may be revoked.

Date: .....

Signature of the researcher ..... Approved by:.....