

## Masaryk University Directive No. 2/2013

### RESEARCH RULES OF MASARYK UNIVERSITY ARCHIVES

*(in the wording effective from 10 October 2019)*

*Under Section 10 (1) Act No. 111/1998 Coll., on Higher Education Institutions and on modifications and amendments to other acts (Higher Education Act), as amended by subsequent regulations (hereinafter referred to as the "Act"), and under Section 36 (a) Act No. 499/2004 Coll., on Archiving and Records Service, and on modification of certain acts, as amended, and in accordance with Decree No. 645/2004 Coll. which implements certain provisions of Act on Archiving and Records Service, and on modification of certain acts, as amended, I hereby issue this Directive:*

#### Section 1

##### Subject of regulation and general provisions

- (1) This Directive regulates the research of archival materials in Masaryk University Archives, in accordance with generally applicable legal regulations. The Directive defines the conditions of making the archival materials accessible to research and their treatment during research.
- (2) The archival materials may be consulted only after the conditions stipulated by law are met and in the premises designated for such purpose (hereinafter referred to as the "research room"). Applicants for consultation (hereinafter referred to as the "researcher") are not entitled to access the premises where the archival materials are stored.
- (3) The researcher shall make an entry in the visitors' book specifying the date of the visit, his/her name(s), surname, purpose of visit and attaching his/her signature. Access to the research room is forbidden to persons who are dirty, under influence of alcohol, drugs or other addictive substances or those who are armed.
- (4) Once in the research room, the researcher shall fill in a research form, which is also an application to consult the archival materials. The researcher shall prove his/her identity through an ID card, passport or another similar document presented to the employee who is on duty and supervises the research room (hereinafter referred to as the "research room supervisor"), who shall check the accuracy of details entered in the research form. In case the research form is electronic, the form is filled in by the research room supervisor in the presence of the researcher, who shall check all the details and sign the completed research form. A new research form is filled in for each calendar year in which the researcher consults the archival materials, on every change of the purpose of consultation and on every change of the theme of study.
- (5) Should the researcher fail to prove his/her identity through an ID card, passport or another similar document, access to the archival materials shall be denied.
- (6) The archival materials are submitted to the researcher upon his/her express request which may be sent to the Archives also via a post license holder or via electronic communication (by e-mail or phone) to the contact addresses published by the Archive on its website. In case the request sent in writing does not contain

all the details listed in subsection 6 or if the request for archival materials is unclear, inaccurate or too general, such request shall be considered for information only, and the researcher shall be prepared only those archival materials that should undoubtedly be the subject of consultation.

- (7) The researcher shall fill in the request form for submission of archival materials for consultation with his/her name(s), surname, study topic, archive file name, box number, book number, inventory number or signature or foil, if applicable, which he/she requests for study, and shall attach the signature and date of processing. The request form for submission of archival materials for consultation is an annex to the research form. In case the researcher used the procedure for requesting the archival materials under subsection 5, and his/her request met all the requisites of a form under that subsection, the research form shall be attached the document delivered by the researcher. In case the Archives were delivered an incomplete or inaccurate request, he/she shall fill in the request form for submission of archival materials for consultation in the research room. In case the researcher proceeded under subsection 5 and asks for submission of more archival materials than those requested previously, he/she shall fill in the request form for submission of archival materials for consultation only in the extent of the newly requested archival materials.
- (8) Before entering the research room, the researcher shall take off the coat, hand luggage and similar items in the place designated for such purpose. The research room may only be entered with a pen, pencil, own loose sheets of paper without a cover, and with a recording device, such as a camera, video camera, portable scanner or portable computer without a case. After he/she finishes the study, the researcher shall submit his/her things to be checked whether archival materials are not taken out (e.g. opens the laptop and the scanner, shows the sheets of paper etc.). The researcher shall submit things he/she brings in upon request also before starting to study in the research room.
- (9) Silence must be maintained in the research room; the study environment must not be disturbed by noise, loud communication with other researchers, excessive movement in the research room and similar disturbances that do not agree with the purpose of the visit in the research room. Smoking, eating, drinking and making phone calls are not allowed in the research room. Sound must be switched off in any devices brought by the researcher with the permission of the supervisor to the research room.

## Section 2

- (1) During consulting the archival materials, the researcher follows instructions of the research room supervisor. The research room supervisor may claim that the researcher use only ordinary pencils with medium hardness for making excerpts and notes from certain types of archival materials. The research room supervisor is not obliged to provide assistance to the researcher in reading the archival texts, their translation to other languages, explaining historical context related to the archival materials etc.
- (2) The researcher is obliged to spare the archival materials as much as possible. The researcher must not use the archival materials as a writing pad, copy from them using carbon paper, must not underline or delete words or write into them or use them to any other purpose than consulting. In case the researcher damages the archival materials, he/she shall be immediately withdrawn the permission to consult the archival materials.
- (3) It is forbidden to take the archival materials out of the research room without a permission of the research room supervisor. In case the researcher takes out any archival materials out of the research room he/she shall be immediately withdrawn the permission to consult the archival materials.

- (4) The archival materials requested by the researcher may only be consulted by one person at a time, i.e. the researcher in whose research form the archival materials were entered. In justified cases (e.g. for didactic purposes, during excursions etc.) the research room supervisor may allow more persons consulting the archival materials.
- (5) The archival materials shall be submitted to the researcher in the period, total volume and volume per day depending on operating conditions and technical possibilities of the Archives with regard to the importance and purpose of consultation. Only such volume of archival materials is usually submitted whose number and condition may be easily checked by the research room supervisor on returning the materials. The staff of Masaryk University Archives prepare the archival materials for researchers to be studied within two to five business days of the day of the request, usually in the maximum volume of three boxes or ten pieces per day.
- (6) The Archives shall not reserve the archival materials in the research room in case the researcher fails to start using them within thirty business days of the day on which they were prepared or if he/she interrupts the consultation for a period longer than thirty days. The archival materials are reserved for the researcher in the research room for a period necessary for consultation. In case the researcher does not consult the reserved archival materials constantly or regularly, and if he/she fails to return the reserved archival materials, the archival materials shall be considered reserved for two months of the date of ordering. In justified cases, the reservation may be extended for a longer period after the lapse of the original period, usually not longer than until the end of the calendar year. In deciding on the extension, it shall be considered whether other applicants are interested in consulting the archival materials concerned.
- (7) The Archives shall enable consulting the archival materials to another researcher than that who requested them first, in case the researcher who has the archival materials reserved first grants consent to such consultation by the other researcher or if each of these researchers provably consults such archival materials for a different purpose or studies a different topic. In case two or more people are interested in consulting the archival materials, the Archives shall enable such consulting only to the researcher who reserved them first. Disputable cases shall be decided by the Archives director.

### Section 3

- (1) Upon permission of the research room supervisor, the researcher's own recording devices may be used for making reproductions of the archival materials for personal use of the researcher, provided that all conditions set by the supervisor are met (e.g. maintaining silence in the research room) and the other researchers are not disturbed. The consent shall be expressed by a signature on the written request of the researcher, whose template forms an annex to the Research rules of Masaryk University Archives template. The above provision shall not affect the protection of potential property rights, copyrights and related rights. The researcher shall submit a request for use of his/her own recording device to the research room supervisor for approval before starting the work. He/she shall add the number of copies made and their identification after finishing the work. It is forbidden to use cameras with flashlight of all types and all types of flashing scanners in the research room of Masaryk University Archives. The research room supervisor shall warn the researcher of potential unsuitability of the above mentioned and other recording devices. In the case of non-compliance with this prohibition, the researcher shall be immediately withdrawn the permission to consult the archival materials.
- (2) After finishing work, the researcher shall leave his/her place in the research room clean and tidy. Excerpts, notes and other aids or things shall not be left in the research room.

- (3) After finishing work, the researcher shall return the archival materials in the number, succession and condition in which he/she was given them. In case the researcher breaches this duty, he/she shall be immediately withdrawn the permission to consult the archival materials.
- (4) The research room supervisor shall check the number and condition of the archival materials returned by the researcher and confirm their due return by signing the research form before the researcher leaves the research room.
- (5) The information obtained from the archival materials shall only be used by the researcher for the purpose stated in the research form. If used in scientific and other works, the name of the Archives, the archive file names, signatures or inventory numbers of the archival materials shall be mentioned (bibliographic data).
- (6) In case the researcher has published a work originated upon consultation of archival materials stored in Masaryk University Archives, he/she shall send one copy thereof to the Archives (e.g. edition of archival materials). In case the researcher used archival materials from more archives, he/she shall send a copy of the work only to the archives most used; the other archives shall be informed of bibliographic data of the published work or he/she may send them the work electronically in the PDF format.

#### Section 4

##### **Use of archival aids**

- (1) The Archives enable the researchers consulting archival aids.
- (2) Archival aids submitted to consultation are treated similarly to the archival materials and literary works, provided that such archival aids are not official works and that they have the elements of a subject of copyright protection.

#### Section 5

##### **Reproductions of archival materials**

The Archives provide reproductions of archival materials that are studied by the researcher or that are needed for official purposes or for his/her own work specified in the research sheet, depending on the consent of the archival material owner or on the protection of copyright and related rights. The provision of reproductions of the archival materials is based on operational conditions and technical devices of the Archives. Reproductions are not provided for the archival materials whose physical condition does not allow this.

#### Section 6

##### **Lending archival materials to be studied outside the Archives**

- (1) The originals of Masaryk University Archives material are permitted to be lent to other archives only exceptionally by the director, considering the sense, purpose and circumstances of their use, safety of transport and protection of the archival materials in the place of temporary storage as well as costs involved. Archival materials must not be sent by mail; they are transported by an employee authorized by the director of Masaryk University Archives under the terms agreed in advance.
- (2) Loans of archival materials outside of archives are permitted by the director only exceptionally and under the terms of subsection 1 only to the owner or originator of the archival materials, to a state authority, a local authority, a cultural and scientific institution for exhibitions or other public presentations organized by that institution, and to persons who are entitled to inspect documents under a special legal regulation, in case this is required on the grounds of an official capacity. A loan of archival materials must not be denied to the originator of the archival materials, in case he/she deposited the archival materials to the Archives pursuant

to a safekeeping agreement, donation agreement or purchase agreement which expressly stipulates loans of the archival materials.

- (3) In case archival materials stored in Masaryk University Archives are not owned by the Czech Republic, by a legal entity established by law or a local government unit, a written consent of their owner is required for the loan to be made.
- (4) When lending archival materials, the Archives are obliged to issue a written statement or a contract, containing
  - a) exact list of archival materials to be lent,
  - b) purpose of loan,
  - c) date of loan and required date of return,
  - d) name, surname and permanent address of the borrower based on the identity card, if the borrower is a natural person, or
  - e) for a legal entity the registered office of the borrower, and name, surname and permanent address of authorized person and
  - f) own signature of the borrower or authorized person and official stamp of the borrower if a legal entity.
- (5) The archival materials on loan shall be entered in the book of loans.
- (6) In case the borrower fails to return the archival materials within the agreed period and fails to agree on the extension of the loan, he/she shall not be lent further archival materials until the loan is returned.

#### Section 7

##### **Tour of the Archives**

Visitors who wish to make a tour of the Archives enter their names in the visitors' book. Entry to other premises of the Archives must be permitted by the director (head) of the Archives, and the visitor must be accompanied by an authorized employee.

#### Section 8

##### **Fees for services provided by the Archives**

- (1) The amount of fees for making extracts, duplicates or copies of the archival materials in the analogue form or replicas of the archival materials in the digital form, fees for locating the archival materials and their further processing and fees for researching the archival materials shall be governed by the service price list.
- (2) The price list for services and copying fees valid in public archives is available to researchers for inspection in the research room and via remote access.

#### Section 9

##### **Common provisions**

In case the researcher breaches any of the basic duties set out in the Research rules of Masaryk University Archives, he/she may be denied consultation of the archival materials or may be withdrawn the permission, as the case may be.

#### Section 10

##### **Final provisions**

- (1) This Directive repeals the Rector's Directive No. 2/2013 – Research rules of Masaryk University Archives, of 25 February 2013, effective from 25 February 2013.
- (2) I authorize the director of MU Archives to interpret the provisions hereof.
- (3) This Directive is part of the methodology management "Document Storage and Archiving".

- (4) The compliance with this Directive shall be inspected by the director of MU Archives.
- (5) This Directive becomes valid as of the day of its execution.
- (6) This Directive becomes effective as of 10 October 2019.

Annexes:       No. 1 – Research form  
                  No. 2 – Request for submission of archival materials  
                  No. 3 – Request for use of recording device  
                  No. 4 – Price list

electronic signature

*Martin Bareš*  
*Rector*