

Researcher's rules
Historical collection department of Palacký University Library Olomouc
Bishop square 842/1 Olomouc

The basic mission of the historical collection department of the Palacký University Library Olomouc is to make the historical fund issued before 1850 available for study to PU students and teachers (as well as the public), provided that the fund is consistently protected and the safety conditions of the study are observed. Therefore, the following rules are established.

1. The Palacký University Library's historical collection - old prints (hereafter referred to as archives) can only be studied in specially designated areas, i.e. in the research room of the Palacký University Library in the Armoury building at 842/1 Bishop square in Olomouc.
2. Archives cannot be taken out of the research room (in-house use only).
3. According to the instructions of the authorized person managing the research facility (hereinafter referred to as the administrator), the researcher must identify himself before accessing the archives by presenting an identification card (ISIC, Palacký University card, identity card, passport) and filling in the researcher sheet - see the attachment.
4. The researcher is instructed by the administrator about the protection of personal data provided in the researcher's sheet - see the attachment.
5. The administrator can deny access to the research room to persons under the influence of alcohol, addictive substances, armed persons, unclean persons or persons untrustworthy to handle the valuable collection of the library - for reasons of safety and protection of property.
6. The researcher must sufficiently identify his study requirement (specific degrees, quantity), usually in advance.
7. The administrator is under no obligation to prepare an unusually large number of archives at once.
8. The researcher must not study the archives in outerwear and with luggage next to him. His work tools can only be ordinary pencils and papers, or recording device to be approved by the administrator.
9. In the research room, it is necessary to maintain calmness for studying. Smoking, eating and drinking, and loud phone calls are not allowed in the research room.
10. The administrator is professionally assisted in the preparation of archives, not in the study itself.
11. The administrator determines the method of storing archival materials during study by the researcher – underlining the binding, the method of turning the pages, using gloves, etc.
12. The administrator determines the study conditions in the research room – temperature, ventilation, air conditioning, light intensity, etc.

13. The administrator determines the time range of the study after prior agreement with the researcher. On his instructions, the researcher may have to leave the research room for breaks. The researcher must not remain alone in the research room without supervision.
14. If the researcher continues the study for several days in a row, the studied archives may remain spread out in the research room only with the administrator's consent.
15. During excursions, it is possible to allow more people to view the archives at the same time, but while maintaining security. The administrator determines the conditions of the excursion.
16. After the researcher has completed the archival study, the administrator has the right to inspect the items taken by the researcher from the research room.
17. When citing archival material in a scientific or other work, the researcher will publish the name of the research room (Historical collection department of Palacký University Library Olomouc).
18. The administrator has the right to take illustrative photo and video recordings from the research room during the study of researchers.
19. Operation in the research room can be monitored by a camera system.
20. Conditions for reproductions from archives are permitted by the administrator at the researcher's request.
21. Lending of archival material for the purpose of study outside the research room, or for the purpose of exhibition, restoration, etc., is permitted and stipulated in the contract only by the director of the organization, i.e. the Palacký University Library.
22. Certain terms and procedures when working with the library's historical collection (archives) may be specified on the basis of § 36 letter a) of Act No. 499/2004 Coll., on archiving and file service and on the amendment of certain laws.

Attachments:

- Researcher's sheet
- GDPR

Date:

Approved by:
Director of the Palacký University Library Olomouc