

RESEARCHING ORDER

I hereby issue this researching order for the purposes of the Košice City Archives pursuant to paragraph 7, letter e) of the Act No. 395/2002 Coll. on archives and registries and on other amended acts:

Art. 1

Regulations regarding entry to the researching room

(1) A researcher is allowed entry to the researching room only with a pencil, notepad or a bundle of loose sheets. Loose sheets must be marked due to identification reasons with an ablong inscriptive stamp of the archive by an employee of the archives in charge of overseeing the researching room (hereinafter referred to only as „employee of the archives“).

(2) A researcher's entry to the researching room with books, newspapers or magazines necessary for studying the archival documents is only exceptionally granted, with the approval of the employee of the archives.

(3) The researcher is forbidden to bring to the researching room any food, beverages, sharp objects, correctors and other subjects, which might be used to damage archival documents. The researcher can only enter the researching room with a turned off cell phone.

(4) It is necessary to check in the visitor's book every time the researcher wishes to enter the researching room.

(5) Prior to the study, the researcher fills the researcher's paper and the application for the requested archival documents. This application is attached to the researcher's paper as a receipt of provided and returned archival documents. The researcher may consult an employee when searching and specifying data of the archival documents which relate to the topic of study.

Art. 2

Regulations regarding access to information about archival documents

(1) The researcher is able to obtain basic information about archival documents from the archives' record, which is made up by identification sheets to files of archival documents and from archival tools (guide, inventory, catalogue, register) as well as from other topical databases of the archives.

(2) The researcher must hand over the archival tools to the employee of the archives in their original physical condition.

Art. 3

Regulations regarding access to archival documents

(1) When studying the archival documents, the researcher is obliged to comply with the employee's directions. The employee of the archives is not obliged to help the researcher with reading or translating the text of the archival documents.

(2) The researcher is obliged to keep quiet in the researching room. It is prohibited to smoke, eat or drink in the researching room.

(3) The researcher may send their application for accessing archival documents for study purposes in advance by mail, fax or e-mail. Archival documents as requested by the researcher at the day of their visit might be provided the same day only if the working conditions of the archives allow it and upon the archives director's decision. The archives may provide for studying purposes not more than 3 storage units of archival documents (boxes, volumes, books, files) or 10 individual units (documentary material, image material) daily. It is possible to list only a limited number of archival material and only of one archival fund or collection on a single application. Additional archival documents for study purposes are provided to the researcher only after the study of previous requested archival documents is finished.

(4) Information obtained by the researcher from the archival documents may be used only for purposes mentioned in the researcher's paper. The researcher is obliged to cite in their scholarly or other theses (scenarios, articles) the name of the archive, titles of the archival fonds and collections used, press-marks of these archival documents as well as names of the archival tools and names of their compilers, of which the information was obtained.

(5) The researcher is responsible for the protection of the archival documents provided for studying. The researcher cannot alter the content or physical appearance of the archival documents by marking, underlining, erasing or interlining in them. The documents cannot be crumpled, torn, fold or clasped. It is prohibited to use them as a writing mat or to directly copy material as maps, plans etc. from them. The researcher cannot turn the individual pages of the archival documents with moistened fingers. The researcher cannot lean on the archival documents nor place a writing pad or loose sheets of paper on them. It is prohibited to change the arrangement of the archival documents.

(6) The researcher may place the archival documents or storage units with archival documents only on the desk and may not place them on the floor of the researching room. It is allowed to have only one box with archival documents or one book volume open.

(7) Extracts and notes from archival documents may be carried out only with a medium-hard regular pencil. The researcher cannot leave their extracts and notes in the researching room of the archive nor in the storage units of the archival materials (box, volume, book etc.).

(8) After each study visit, the researcher must hand over the archival documents to the employee of the archives in their original condition, arrangement and quantity as the employee provided them. The employee always checks the returned archival documents in the presence of the researcher.

(9) In case the researcher does not start using the archival documents in 7 days from the agreed day of their presentation or if they interrupt the study for a period of time longer than 10 days, the archive will move the archival documents from the researching room of the archives back to the place where they are permanently kept.

(10) Theft, destruction or damage of the archival document is a gross violation of the Researching Order. The archive might limit access to archival documents up to the 10 years to the researcher, who grossly violated the Researching Order. The researcher is obliged to cover any expenses required to remove the damage caused or the price of the stolen or destroyed archival document as determined by an expert.

(11) The researcher may use books, newspapers and magazines from the archival library on the place for the purposes of studying archival documents.

Art. 4

Regulations regarding the use of own reprographic devices

(1) The researcher may use their own reprographic devices in the researching room of the archives to make their own copies only on the basis of a written application, which is approved by the archives' director. An approval for such use is given to the researcher only if the working conditions in the researching room allow so.

It is necessary to enter personal data (name, surname, address), the name of the archival fonds or collection, storage unit (box, inventory number), the kind of reprographic device used (digital camera, classic camera etc.), the purpose of creating copies, publication on the internet and the pledge to abide the provision of article 15 paragraph 3 and 4 of the National Council Act. No. 395/2002 Coll. related to the researcher's order of the archive.

It is prohibited to use flash and other additional lights, stand or other scanning tools for creating copies.

The archives offers this service for the price shown in the archival services price list, which might be seen by the researcher in the archives' researching room.

(2) The archives will not approve the use of own reprographic device to create a copy of the following

- archival documents until 1848
- archival documents from archival fonds kept in the archives' depository
- fotodocumentation stored in the archives
- maps and plans, if their physical condition is threatened
- archival documents, which contain personal data (list of inhabitants, list of Jews, census papers, personal files etc.)
- publications from the archives' library, which copying is subject to the National Council Act. No. 618/2003 Coll. on copyright law
- if working conditions of the archives' researching room do not allow so

(3) The archives provides the researcher with 3 archival boxes or 10 single pieces of material daily if an own reprographic device is used.

(4) A notification or eventually the return of a publication (an offprint) to the archives' library serves as the basis for a repeated application.

(5) The researcher will not be given another approval to use an own reprographic device in the case of breaching these regulations.

Art. 5

Copying archival documents and its pricing

(1) The archives offers copying of archival documents for covering the expenses and with the use of such technical means, which exclude their use for commercial purposes. The pricing of these reprographic services is available for the researcher in the archives' researching room.

(2) Special regulations state which services offered by the archives for archival documents use are charged for. The researcher may look into these regulations in the archives' researching room (National Council Act No. 145/1995 Coll. on administrative fees as amended)

Art. 6

Revoking regulation

The Researching Order published for the Košice City Archives on 5 December 2002 is hereby revoked.

Art. 7

Effect

This Researching Order comes into force on 2 January 2012.



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