

APPROVED

by the Order No. V-68 of 16 December 2013 of the
Chief Archivist of Lithuania

DESCRIPTION OF WORK PROCEDURE IN STATE ARCHIVES READING ROOMS

I. GENERAL PROVISIONS

1. The Description of Work Procedure in State Archives Reading Rooms (hereinafter referred to as the “Description”) sets forth the general procedure of readers service in state archives reading rooms and the rights, obligations and liabilities of the readers.
2. This Description shall not set forth the procedure of access to the documents, the access to which is limited by the laws.
3. This Description was prepared in accordance with the Law on Documents and Archives of the Republic of Lithuania (Official Gazette, 1995, No. 107-2389; 2004, No. 57-1982) and other regulatory legislation, regulating the management and use of documents and archives.
4. Legal and natural persons (hereinafter referred to as the “Persons”) of the Republic of Lithuania and foreign countries shall have the right of access to documents of the National Documentary Fond (original documents or copies), stored in state archives, the access to which is not limited and use the means of documents search in accordance with the procedure set by the laws, other legislation, and this Description.
5. Definitions used in this Description:

Reader shall be a person over 16 years of age, included in the list of state archives readers and entitled to use the services of state archives reading rooms.

Reading Room shall be a special room fitted for the readers and intended for having access to documents stored in the state archives and using the means of information search.

Other definitions used in this Description shall match the definitions used in the Law on Documents and Archives and the Regulation of Documents Arrangement and Accounting, approved by the Order No. V-118 of 4 July 2011 of the Chief Archivist of Lithuania (Official Gazette, 2011, No. 88-4230), and the Regulation of Documents Storage, approved by the Order No. V-157 of 28 December 2011 of the Chief Archivist of Lithuania (Official Gazette, 2012, No. 2-64).

6. The documents and the means of documents search shall be made available to the readers of state archives free of charge. In the events the documents may be read only using special equipment or the copies of documents are made on the request of the Person, the Person shall cover the expenses related to the demonstration or copying of the documents in the procedure set by the legislation.

II. REGISTRATION OF THE READERS

7. Only the registered readers shall be serviced in the Reading Room.
8. The readers may register via the Integral Administration Service System (hereinafter referred to as “LAPS”) or by written request. Written requests may be submitted directly in the Reading Room, sent by mail, courier, e-mail, fax or other telecommunication devices and shall be accepted if they are legible and the sender may be identified.
9. The person having registered via IAPS or directly submitted a written request (Appendix 1) to the State Archives employee shall be included in the list of readers. The readers shall be reregistered every year.
10. In the Reading Room, the reader shall be provided with the available means of documents search and access to computer data search engines (if available).

III. THE PROCEDURE OF WORK IN THE READING ROOM

11. The procedure of work in the Reading Room shall be organised by the employee of State Archives, who shall:
 - 11.1. register the readers;
 - 11.2. provide the information related to documents search, issuing and copying;
 - 11.3. accept documents orders (Appendix 2), requests to make the copies (Appendix 3) from the readers and issue the copies;
 - 11.4. present the documents to the readers and accept them;
 - 11.5. be responsible for the order of work in the Reading Room.

IV. ORDERING, ISSUING AND RETURNING THE DOCUMENTS

12. The reader shall order the documents via IAPS or by presenting a written order sheet to the employee of the archives. The written order may be presented directly, sent by mail, courier, e-mail, fax, or other telecommunication devices and shall be accepted if it is legible and the sender may be identified.
13. The amount of written documents accounting units ordered by one order shall be limited to ten units.
14. Issue of the documents:
 - 14.1. if microfilms or other copies of ordered documents are available at the State Archives, original documents shall not be issued;
 - 14.2. the documents shall be issued to the Reading Room on the day agreed by the reader and the employee of the State Archives, which shall be registered in IAPS or documents order sheet. If the documents cannot be issued on the indicated date, the documents shall be issued on another day agreed by the reader and employee of State Archives;

- 14.3. audio and video documents shall be issued from the depository after acclimatization and checking of the technical condition (not earlier than 24 hours before the time of order registration);
 - 14.4. microfilm copies of the documents shall be issued to the Reading Room from the depositories after 3 hours of submitting the order or at the time agreed by the reader and the employee of State Archives, taking into account the amount of orders on the particular day;
 - 14.5. the next order shall be accepted after the reader returns the issued documents;
 - 14.6. the readers shall be issued with the documents that are in order and included in the accounting of State Archives.
15. If the order to issue the documents cannot be fulfilled (access to the documents is limited by the laws, the documents are not arranged of poor physical condition, or due to other reasons), the reader shall be informed about it indicating the reason. Upon the request of the reader, the reply may be presented in writing. If known, the expected time of the issue of documents shall be indicated to the reader.
- The access to the documents of poor physical condition and the information in them shall be regulated by the Description of the Procedure of Access to the Documents of Poor Physical Condition, approved by the Order No. V-99 of 9 March 2011 of the Chief Archivist of Lithuania (Official Gazette, 2011, No. 31-1427).
16. If the use of the documents may undermine their physical condition, such documents shall be issued after their restoration or copying.
17. Upon the request of the reader, ordered documents may be left in the Reading Room for the time period set by the Director of State Archives. This time period may be extended. The documents that are not read shall be returned to the depositories.

V. RIGHTS AND OBLIGATIONS OF THE READERS

18. The reader shall be entitled:
- 18.1. to use the means of documents search and computer data search engines available in the Reading Room;
 - 18.2. to use the notes and a pen brought along;
 - 18.3. to use personal computers without connecting them to the computer network of the Archives;
 - 18.4. to receive the information about the reasons of refusal to issue the documents and the expected time of presenting the documents, if known;
 - 18.5. to receive the copies of the documents the access to which is not limited (and certified copies upon the request of the reader) after submitting a request via IAPS or a written request and after paying the copying expenses in accordance with the set procedure;
 - 18.6. to file a complaint about the actions of the employee of the Archives or the decisions of the Director of the Archives in accordance with the procedure laid down by legal acts.

19. The reader shall:
 - 19.1. leave the jacket, coat, raincoat, headdress (except for the cases where the headdress is mandatory due to religious beliefs), briefcase, handbag, bag, and other personal belongings in a designated place;
 - 19.2. not disturb other readers: keep silence in the Reading Room, not talk on mobile phone, disable audio signals of the computer and telephone;
 - 19.3. having noticed that the documents have been mixed up, torn, cut or otherwise damaged and this has not been indicated in the final entry of the file or other descriptive documents, notify the employee of the Archives;
 - 19.4. having familiarized with the documents, fill in the file usage sheet, if any;
 - 19.5. after work, return the documents to the employee of the Archives every day;
 - 19.6. when reading the documents stored in special media, observe the technical requirements and use the equipment for reading the microfilms and the computers for information search and viewing only;
 - 19.7. upon the request of the employee of the Archives, wear special disposable gloves when using the documents;
 - 19.8. observe other requirements set forth by the this Description.
20. The reader shall be prohibited from:
 - 20.1. damaging, forging, destroying the documents;
 - 20.2. transferring the documents to other readers;
 - 20.3. taking the documents away from the Reading Room;
 - 20.4. leaving the documents (open files) not protected from light for prolonged periods of time;
 - 20.5. tearing bound pages, glued pictures or other documents from the file;
 - 20.6. changing the sequence of file sheets, card index cards, and other documents; moving the documents from one file to another;
 - 20.7. folding the documents or folding them different from the regular folding, placing the tabs in the files or card index, attaching sticky notes;
 - 20.8. striking off, correcting the text in the documents, card index cards or making marks in them;
 - 20.9. writing on a piece of paper placed on the document, forcibly opening the files, resting on them;
 - 20.10. touching the documents by dirty or wet hands, stroking the text of the document;
 - 20.11. using scissors, glue, correctors, markers, ink pens in the Reading Room;
 - 20.12. copying the document using copy paper;
 - 20.13. occupying more than one working place at a time;
 - 20.14. using personal external data media with the computers of the Reading Room, installing any software in the computers of the Reading Room;
 - 20.15. bringing children up to 16 years of age to the Reading Room;

- 20.16. eating, drinking, and smoking in the Reading Room;
 - 20.17. visiting the Reading Room under the influence of alcoholic beverages or psychotropic substances;
 - 20.18. bringing substances or items that could pose a risk to other people;
 - 20.19. offering goods or services, engaging in other commercial activities.
21. The readers who have submitted a separate application may use personal digital cameras and other technical equipment in the specifically equipped working places only in accordance with the procedure approved by the Director of State Archives coordinated with the Chief Archivist of Lithuania.

VI. FINAL PROVISIONS

22. The reader having damaged or destroyed the documents issued in the Reading Room or having illegally used the information in the documents presented to him/her shall be liable in accordance with the procedure established by the laws.
23. The reader having violated the requirements set forth by this Description may be notified in writing or the right to use the Reading Room services may be restricted for one year upon the resolution of the Director of State Archives.
24. Other issues not covered by this Description shall be solved by the Director of the Archives or an authorised person.

Appendix 1
to the Description of Work
Procedure in State Archives
Reading Rooms

(Sample Request Form)

(name and surname in capital letters)

(residential address, contact information, tel. number, e-mail address)

ToArchives

**REQUEST
TO READ THE DOCUMENTS STORED IN THE ARCHIVES**

(date)

Please allow me to read the documents stored in the Archives.

I am familiar with the Description of Work Procedure in State Archives Reading Rooms approved by
the Order No. V- 68of 16 December 2013.

(name and surname)

(signature)

Appendix 2
to the Description of Work
Procedure in State Archives
Reading Rooms

(Sample Document Order Form)

(name and surname in capital letters)

To Archives

DOCUMENTS ORDER SHEET

(date)

Please issue the following documents on _____
(agreed date)

No.	FondNo.	Description No.	Accounting unit.	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

(signature)

(name and surname)

Information on the order and returning of the documents:

No. according to the order	Received (signature of the reader and date)	Returned (signature of the employee of the Archives and date)	Returned to the depository (signature of the employee of the Archives and date)

Note: Necessary columns may be added to the tables.

Appendix 3
to the Description of Work
Procedure in State Archives
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(Sample Documents Copies Order Form)
(name and surname in capital letters)

To _____ Archives

REQUEST TO MAKE DOCUMENTS COPIES

(date)

Please make the copies of the following documents:

No.	FondNo.	Description No.	Accounting unit.	Page No.	Format (tif, jpg., A3/A4, coloured, black and white)	Comments

*Note. If the reverse of the page has to be copied, please indicate "a. p.", e.g. 12, 12 a. p.

I guarantee advance payment.

(signature)

(name and surname)

Information on the order of the copies (filled in by the employee of the Archives):

No.	Amount (units)	Price per unit (LTL)	Total (LTL)
Total amount (LTL):			

Employee of the Archives _____
(signature)

(name and surname)