

## **RESEARCH RULES OF THE ARCHIVE OF THE CNB**

**Issued pursuant to Article 36 (a) of Act No. 499/2004 Coll. on Archive and Registration Services and the Amendment of Some Acts as subsequently amended**

### **Article I General Provisions**

1) Archive materials may be viewed only in compliance with the conditions laid down in the Act and at the designated premises (hereinafter referred to as the “research room”). Applicants for viewing (hereinafter referred to as “researchers”) may not enter premises where the archive materials are stored.

2) Archive materials of the Archive of the CNB may be viewed with permission in writing from the director of the Administration Department of the Czech National Bank and/or the executive director of a CNB branch. The application to view archive materials shall specify the study topic, the type of archive materials the applicant is interested in and the foreseen duration of the studies (see [Application to Study in the Archive of the CNB](#)).

3) Researchers shall sign the research room visitors book upon entering the research room, giving the date of their visit and their name and surname and attaching their signature, and shall present the written permission to view archive materials of the CNB.

4) Researchers shall fill in a [Researcher’s Form](#) in the research room. Researchers are obliged to prove their identity with an ID card, passport or some other personal document to the research room supervisor. The supervisor shall check whether the information given in the Researcher’s Form is correct. In the case of electronic researcher’s forms, the research room supervisor shall fill in the form in the presence of the researcher, who, after the form has been printed out, shall check all the information and sign the form. Researchers shall fill in a new Researcher’s Form for each calendar year in which they view archive materials and upon any change in the purpose of the viewing or study topic.

5) If researchers are unable to prove their identity with an ID card, passport or some other personal document to the research room supervisor, they will be denied viewing access to archive materials.

6) Researchers shall fill in the application form for submission of archive materials, giving their name and surname, the name of the collection, the box number, the book number, or, where relevant, the inventory number, the call number or the folio they wish to study, and shall attach their signature and the date to it. Researchers may send their application to the Archive in advance by means of remote access (internet, fax or telephone). If an application sent via means of remote access does not contain all the required information, or if the application for submission of archive materials is not formulated clearly, precisely or specifically, it shall be viewed as informative and non-binding. Such applications may be granted in due time after clarification is given when the researcher visits the Archive in person. Researchers shall fill in an application form during their visit and shall attach their signature and the date to it. The application form will then be attached to the Researcher’s

Form and become a part thereof.

7) Researchers shall store their coats, hand luggage and other similar items in the place provided for such purpose before entering the research room. Researchers may enter the researcher's room equipped only with a pen, a pencil, their own loose sheets of paper with no folders, and a recording device, such as a camera, a hand scanner or a notebook with no case. After completing their research, researchers shall present their belongings for inspection to ensure that they are not taking archive materials away from the researcher's room (in particular, they shall open their notebooks and scanners and present any loose sheets of paper). Researchers shall, on request, also present the belongings they are taking into the researcher's room for inspection before commencing their research in the researcher's room. Dirty or intoxicated persons may not enter the research room.

8) Quiet must be maintained in the research room. Smoking, eating, drinking or making telephone calls is not allowed (researchers must turn off their mobile phones before entering the research room).

## **Article 2**

1) When viewing archive materials, researchers shall observe the instructions of the research room supervisor. The research room supervisor may require researchers to use solely medium-hard pencils for note-taking from some types of archive materials. The research room supervisor is not obliged to assist researchers in reading the texts of archive materials, in translating the text into other languages, or in explaining the historical context of archive materials, etc.

2) When viewing archive materials, researchers shall protect them as much as possible. Archive materials may not be used as a writing pad, nor may they be copied directly by means of copying paper, crossed out or annotated or used in a different way or for a different purpose than viewing. Physical damage to archive materials caused by researchers shall result in the immediate termination of permission to view archive materials.

3) Researchers shall be prohibited to take archive materials away from the research room without the permission of the research room supervisor. The taking of any archive materials away from the research room shall result in the immediate termination of permission to view archive materials.

4) Archive materials requested by a researcher may be viewed by only one person at a time, that person being the researcher on whose Researcher's Form the submitted archive materials have been entered. The research room supervisor may permit viewing to more persons in justified cases (for instance, for teaching purposes, during field trips, etc.).

5) Archive materials shall be submitted to a researcher for viewing within the time limit, in the total amount and in the amount per one visiting day allowed by the operating conditions and technical capacity of the Archive, taking into account the importance and the purpose of viewing. Only such an amount of archive materials shall be submitted whose number and condition can be checked by the research room supervisor upon return thereof without any difficulty – the quantity of archive materials and the submission date must be agreed in advance with the Senior Archivist of the Czech National Bank.

6) The Archive shall not provide researchers with archive materials in the research room

if they fail to commence viewing the archive materials within thirty calendar days of the agreed submission date or if they interrupt viewing for a period exceeding thirty days. Archive materials in the research room shall be reserved for researchers for the necessary viewing period. If researchers fail to view reserved archive materials systemically or regularly and if they fail to return reserved archive materials themselves, the archive materials shall be deemed to have been reserved for a period of three months from the date of ordering. After this period expires, the reservation may be extended in justified cases, usually until the end of the calendar year at most. When extending the period, consideration shall be taken of whether there are any other applicants to view the archive materials concerned.

7) The Archive shall allow a researcher other than the initial applicant to view archive materials if the latter gives consent to such viewing or if each researcher is demonstrably viewing the archive materials for a different purpose or studying a different topic. In the event of concurrent viewing by two or more researchers, the Archive shall permit viewing of archive materials only by the researcher who was the first to have such archive materials reserved by the Archive. Any disputes shall be decided by the **Archivist of the CNB**.

### **Article 3**

1) Researchers may use their own reproduction devices to reproduce archive materials for their personal study needs only with the consent of the research room supervisor and in compliance with prescribed conditions (for instance, maintenance of quiet in the research room) and provided that other researchers will not be disturbed. Consent shall be expressed by the signing of an [application](#) filled in by the researcher. This is without prejudice to the protection of any property rights and copyright and related rights.

2) Devices to aid viewing of archive materials (for instance, portable computers, tape recorders, etc.) may be used upon agreement with the research room supervisor, provided that other researchers will not be disturbed.

3) After researchers finish viewing archive materials, they shall leave their place in the research room in an orderly condition. Excerpts, notes and other aids or items shall not be left in the research room, but shall be removed by the researcher.

4) Every time researchers finish viewing, they are obliged to return the archive materials in the amount and in the condition in which such materials were submitted to them.

5) Information obtained from archive materials shall be used by the researcher solely for the purpose specified on the Researcher's Form. The name of the Archive and the archive files and shelf marks or inventory numbers (archive data) of the archive materials used shall be quoted when such information is used in research papers or any other work.

6) Should researchers publish work which originated from viewing archive materials stored in the Archive, they shall send a copy to the Archive (for instance, the archive materials series). If researchers have drawn on archive materials stored in more than one archive, they shall send the publication to the most used archive only; they shall inform the other archives of the bibliographic data of the publication.

### **Article 4** **Use of Archive Tools**

1) The Archive shall allow researchers to view archive tools upon registration of such

tools in the Researcher's Form.

2) Archive tools submitted for viewing shall be treated similarly to archive materials and works of literature where they comply with the features of an object of protection under the Copyright Act.

## **Article 5**

### **Reproduction of Archive Materials**

1) The Archive shall provide reproductions of archive materials studied or needed by researchers for official purposes or for the purpose of their own work specified in the Researcher's Form subject, where applicable, to prior consent given by the archive material owner or to protection of copyright and related rights. Reproductions of archive materials shall be provided subject to the operating conditions and technical capacity of the Archive. Reproductions of archive materials whose physical condition does not allow reproduction shall not be provided.

2) Reproductions of non-published archive tools shall not be provided unless the owner of the copyright to such tool, if any, permits it.

## **Article 6**

### **Lending of Archive Materials for Studies outside the Archive**

1) The lending of archive materials for viewing to an archive other than the archive where they are stored shall be permitted by the director of the Administration Department in exceptional cases, taking into account the sense, purpose and circumstances of their use, the security of the transfer and protection of the archive materials at the place of temporary storage, and the costs incurred. Archive materials cannot be sent by mail but must be transferred by an authorised archive staff member designated by the director of the Administration Department, subject to conditions set out in advance.

2) In exceptional cases and subject to the conditions pursuant to Article 1, the director of the Administration Department shall permit the lending of archive materials outside the Archive to the owner and/or the author of the archive materials, provided that the author is not an individual, and to a government body, a local government body and to persons authorised to inspect documents in compliance with a special legal regulation, where the purpose of viewing so requires on the grounds of discharging an official duty.

3) Where an archive material stored in a public archive is not the property of the Czech Republic, a legal entity established by law or a local government body, lending of the archive material shall be subject to the consent of its owner in writing.

4) When lending archive materials, the Archive shall issue a copy of the reference ticket to the borrower containing the following:

- a) a complete list of the archive materials lent;
- b) the purpose of the loan;
- c) the date of the loan and the time limit for returning the archive materials;
- d) in the case of an individual, the borrower's forename, surname and permanent address in accordance with his/her ID card; or
- e) in the case of a legal entity, the borrower's registered office and the forename, surname and permanent address of the person authorised by such legal entity; and

- f) the borrower's signature or the signature of the authorised person and, in the case of a legal entity, the borrower's official stamp.
- 5) Archive materials lent out shall be registered in a special borrowings and lendings book.
- 6) If borrowers fail to return lent archive materials within the agreed time limit, and fail to arrange an extension, they shall not be lent any other requested archive materials until the lent archive materials have been returned.

**Article 8**  
**Use of the Archives Library**

Researcher may use books, magazines and newspapers from the Archives library in connection with his/her study theme and within its extent. Use of books, magazines and newspapers from the Archives library is complied with library regulations.

**Article 7**  
**Field Trips to the Archive**

Visitors shall sign the research room visitors book when on field trips to the Archive. Entry to other archive premises is subject to permission from the director of the Administration Department; such entry shall be solely staff-guided.

**Article 8**  
**Payment for Services Rendered to Researchers**

- 1) The fees for services rendered by the Archive upon researchers' request are fixed in the [Price List of Services](#).
- 2) The Price List of Services is available for inspection in the archive research room and on the CNB website (Archive of the CNB).

**Article 9**  
**Final Provisions**

Should the researcher breach any of the basic obligations imposed by the Research Rules, further viewing of archive materials may be denied and/or the consent given may be withdrawn.

Prague, 1 July 2009

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