

RULES FOR RESEARCHERS

Rules for Researchers of the Škoda Auto Archive in Mladá Boleslav, Czechia, issued in accordance with the Art. 36 Par. a) of the Act 499 Coll. on Archiving and Document Services and Amendments to Other Laws, as amended, and other related laws:

Art. 1

General provisions

(1) Archivalia can only be consulted under the conditions stipulated by law and in the designated area (hereinafter "research room"). Consultation applicants (hereinafter "researchers") are not allowed to enter the archivalia depository.

(2) When entering the research room the researcher enters their visit date, name, surname, visit purpose and signature into the research room visitor's book.

(3) In the research room the researcher completes truthfully the research sheet, i.e., archivalia consultation application. The researcher identifies themselves by presenting their ID card, travel passport or other similar papers to the employee in charge of the research room supervision (hereinafter "research room supervisor") who checks the research sheet data. The researcher completes a new research sheet for each year or with each new consultation purpose or study subject.

(4) The researcher will be denied the archivalia consultation unless they are able to identify themselves by presenting their ID card, travel passport or other similar papers to the research room supervisor.

(5) The researcher completes the archivalia presentation request form entering their name, surname, collection name, registration number of the file, book, collation or folio they wish to consult, signature and date. The researcher can send their request to the archive in advance by remote access (Internet, fax or phone). Unless the archivalia presentation request contains all required data or is formulated unambiguously, exactly and specifically it is deemed informative and tentative. Such a request shall be granted in an adequate period once it is specified personally by the researcher in the archive. When visiting the archive the researcher completes the request form appending their signature and date. The request form is then enclosed to the research sheet becoming its integral part.

(6) Before entering the research room the researcher leaves their coat, hand luggage or similar items in the designated place. The researcher is allowed to enter the research room with a pen, their own loose sheets of paper without a folder, a camera, portable scanner and a laptop computer without a bag. When leaving the research room the researcher enables the supervisor to check they are taking no archivalia from the research room (opening the laptop, scanner, showing the sheets of paper). If requested to do so, the researcher shows the items they are bringing to the supervisor when entering the research room. Persons unclean, under the influence of controlled substance or armed are forbidden to enter the research room.

(7) In the research room one should keep quiet and abstain from smoking, eating, drinking and using a phone. The researcher shall turn off all sounds in the devices they have brought into the research room.

Art. 2

(1) When consulting the archivalia the researcher obey the research room supervisor's instructions. The research room supervisor may request the researcher to use only medium hard pencils when copying or taking notes from archivalia of certain types. The research room supervisor is not obliged to assist the researcher in reading the archivalia, translating texts into other languages nor providing explanations of related historical events.

(2) When consulting the archivalia the researcher shall protect them the best they can. Archivalia should never be used as writing pad or carbon copied, and nothing should be underlined, crossed off or inscribed into them, using them for other purpose than for consulting. In case the researcher causes physical damage to the archivalia his permission to consult archivalia shall be cancelled immediately.

(3) Researchers are forbidden to take archivalia out from the research room unless they are allowed to do so by the research room supervisor. In case the researcher takes any archivalia out from the research room his permission to consult archivalia shall be cancelled immediately.

(4) Archivalia requested by a researcher can be consulted by one person only, namely the researcher into whose research sheet the archivalia is recorded in. The research room supervisor may allow more persons to consult the same archivalia in a justified case, e.g. for didactic purposes or to a group visit.

(5) The researcher shall be presented archivalia for consultation in a daily and total volumes and for a period depending on operating conditions and technical possibilities of the archive and taking into account the importance and purpose of the researcher's consultation. The volume of archivalia presented for consultation is limited by the research room supervisor's capacity to inspect the completeness and condition of the archivalia.

Art. 3

(1) If observing the instructions (e.g. keeping quiet) and allowed by the research room supervisor and without bothering the other researchers, the researcher may copy the archivalia for their own needs using their own copying device. The research room supervisor confirms their approval by signing the researcher's completed request form. This does not affect protection of possible related ownership and copyrights.

(2) Once having finished the archivalia consultation the researcher leaves their research room workplace tidy. They take all their copies, notes or other aids with, leaving nothing of their own behind.

(3) Once having finished the consultation the researcher is obliged to return the archivalia in the same number, order and condition as they were

presented to them. In case the researcher fails to observe this, his permission to consult archivalia shall be cancelled immediately.

(4) The research room supervisor is obliged to check the number and condition of the archivalia returned by the researcher and confirm all is correct by signing the latter's research sheet before the latter leaves the research room.

(5) The researcher shall use the information gained from the archivalia only for the purpose stated in the research sheet. If publishing the information as a part of a scientific or other article the name of the archive and the respective archivalia's collation or register number (archive quotation) shall be included.

(6) If publishing a work created thanks to archivalia consultation, the researcher sends a paper copy to the respective archive, e.g. archivalia edition. In case the researcher's published work contains information from different archives, they send a paper copy to the archive they used the most of the information from; they shall send an electronic (.pdf) copy and the bibliographic quotation to the other archives.

Art. 4

Usage of finding aids

(1) The archive provides finding aids for researcher's consultation.

(2) Unless the finding aid is an official publication it should be consulted and treated like a literary work, subject to copyright laws (e.g., introduction to inventory).

Art. 5

Reproductions of archivalia

Reproductions of archivalia consulted by the researcher for the purposes of an official or private work as specified in their research sheet are provided depending on the prior approval of the archivalia's owner and on copyright and related laws. Reproductions of archivalia are provided depending on operating conditions and technical possibilities of the archive. Archivalia are only reproduced if in suitable physical condition.

Art. 6

Lending archivalia outside from the archive for study purposes

(1) Exceptionally, the director (manager) of the archive can allow lending of original archivalia to other archive for consultation, taking into account the reason, purpose and circumstances of the usage, security and protection of the archivalia in the temporary site, and the related costs. Archivalia are never sent by mail; under conditions agreed beforehand they are delivered by the employee encharged by the lender archive director (manager).

(2) The director (manager) of the archive can exceptionally allow lending original archivalia under the conditions stipulated above under (1) only to the owner or the originator of the archivalia, governmental authorities or

local administration bodies, provided these are specifically authorized by a legal regulation to consult the archivalia when exercising their authority. Lending original archivalia to their originator cannot be refused in case the latter entrusted the archivalia to the archive on the basis of a safekeeping, donation or a purchase agreement obliging the archive to lend the archivalia to the originator.

(3) Unless the archivalia in a public archive is owned by the Czech government, a legal person established by law or by a local administration body, its lending is subject to its owner's prior approval in writing.

(4) When lending archivalia the archive and the borrower shall sign an acknowledgement or a lending agreement containing the following:

- a) Complete list of the archivalia lent
- b) Purpose of the loan
- c) Archivalia loan and return dates
- d) Name, surname and resident address of the borrower, verified by their ID card, in case of a natural person
- e) Registered office address of the borrower, name and surname of their entrusted person, in case of a legal person
- f) Borrower's signature, or rubber stamp of the legal person borrower and signature of their entrusted person

(5) Acknowledgements or lending agreements of the lent archivalia are archived by the archive's entrusted employee

(6) In case the borrower fails to meet the agreed archivalia return deadline and no postponed deadline is agreed, the borrower will be lent no other archivalia before they return the lent ones.

Art. 7

Consulting the archive library

The researcher can study books, magazines or newspapers from the archive library in connection and within the scope of the subject of their study. Books, magazines or newspapers from the archive library are studied as agreed with or instructed by the archive manager.

Art. 8

Excursion into the archive

Visitors making an excursion into the archive check into the research room visitor's book. Entering spaces other than the research room can be allowed by the archive director (manager) who also entrusts an employee to accompany the visitors.

Art. 9
Payments for research services and reproduction fees

(1) Payments for the services provided by the archive upon the researcher's request and the reproduction fees are specified in the Service fee and price list.

(2) Researchers can consult the valid Service fee and price list in the research room.

Art. 10
Concluding Provisions

If the researcher breaches any of the basic obligations stipulated by the Rules for Researchers they may be denied further archivalia consultation or their current permission may be cancelled.

Mladá Boleslav, January 4, 2010

Signature: