

## **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 following 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 following the procedure set by the laws, other legislation, and this Description.
5. Definitions used in this Description:
  - 5.1. The 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.
  - 5.2. 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.
  - 5.3. Other terms used in this Description shall be understood as defined in the Law on Documents and Archives of the Republic of Lithuania, passed on 27th of April, 2016, European Parliament and European Council (EU) Regulation No. 2016/679 on the protection of individuals concerning the processing of personal data and on the free movement of such data and repealing Directive 95/46/EB (General Data Protection Regulation) and by the order of 4th of July, 2011 No. V-118 on Approval of Documentation and Accounting Regulations, with subsequent modifications.
6. The documents and the means of document 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.
7. Assistance for the disabled reader is provided upon prior notice of such need and the nature of the assistance required. Without prior notice of the need for assistance, the State Archives shall make every effort to provide the disabled reader with the necessary services.

8. The State Archives may enter into contracts with institutions or organizations conducting ongoing research, specifying the detailed/individual conditions for ordering and issuing documents.

## II REGISTRATION OF THE READERS

9. Only the registered readers shall be serviced in the Reading Room.

10. The readers may register via the Integral Administration Service System (hereinafter referred to as "IAPS") or by written request. Written requests may be submitted directly in the Reading Room, sent by mail, or electronically

11. The person having registered via IAPS or directly submitted a written request (Appendix 1) with the identity document, which is returned after verification, to the State Archives employee shall be included in the list of readers. The reader must inform the State Archives of any changes in the reader's contact information or other data, and the relevant information will be adjusted in IAPS. The readers shall be registered every year.

12. In the Reading Room, the reader shall be provided with the available means of document search.

## III. THE PROCEDURE OF WORK IN THE READING ROOM

13. The procedure of work in the Reading Room shall be organized by the employee of State Archives, who shall:

13.1. register the readers;

13.2. provide the information related to documents search, issuing, using and copying;

13.3. accept documents orders (Appendix 2), requests to make the copies (and verify it) (Appendix 3) from the readers and issue the copies;

13.4. present the documents and microfilms to the readers and accept them;

13.5. be responsible for the order of work in the Reading Room.

## IV. ORDERING, ISSUING AND RETURNING THE DOCUMENTS

14. 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, or electronically and shall be accepted if it is legible and the sender may be identified.

Orders are registered in the State Archives on weekdays during working hours. The order execution time starts on the day the order is registered.

15. The number of written documents accounting units ordered by one order shall be limited to ten units.

16. Issue of the documents:

16.1. if microfilms or other copies of ordered documents are available at the State Archives, original documents shall not be issued;

16.2. the documents shall be issued to the Reading Room within 6 business hours at the least (from the time the order is registered) or 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. Documents containing special categories of personal data may take longer to be issued than 6 business hours.

16.3. audio and video documents shall be issued from the depository after acclimatization and checking of the technical condition (not earlier than 24 hours from the time of order registration);

16.4. 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,

16.5. The reader is issued with arranged documents (units of account), which are included in the State Archives' accounting of stored documents. If there are unarranged documents (units of accounting) in the State Archives' accounting of stored documents, the decision on their release to the reading room shall be made by the Director of the State Archives or an employee of the State Archives authorized by the director. If documents that have not been arranged by the State Archives are not handed over to the reader, the reader must be given a specific time of issue. Ordered documents can take up to 15 business days to be arranged.

17. 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 Order No. V-99 of 9 March 2011 of the Chief Archivist of Lithuania.

18. Documents the use of which may impair their physical condition shall be issued after their restoration. The list of documents, the use of which may impair their physical condition, is published on the website of the State Archives and updated as data change.

19. Upon the request of the reader, ordered documents may be left in the Reading Room for the period set by the Director of State Archives or an authorized employee of the State Archives. This period may be extended. The documents that are not read shall be returned to the depositories.

## V. RIGHTS AND OBLIGATIONS OF THE READERS

20. The reader shall be entitled:

20.1. to use the means of document search available in the Reading Room;

20.2. to use the notes and a pen brought along;

20.3. to use personal computers without connecting them to the computer network of the Archives;

20.4. to receive the information about the reasons for refusal to issue the documents and the expected time of presenting the documents, if known;

20.5. to receive the copies of the documents and microfilms 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 following the set procedure;

20.6. to file a complaint about the actions of the employee of the Archives or the decisions of the Director or an authorized employee of the State Archives following the procedure laid down by legal acts.

21. The reader shall:

21.1. comply with the requirements of this description, conduct in a public place, personal hygiene, and respect other readers and staff of the State Archives;

21.2. leave the jacket, coat, raincoat, headdress (except for the cases where the headdress is mandatory due to religious beliefs), briefcase, handbag, bag, laptop case, and other personal belongings in a designated place;

21.3. not disturb other readers: keep silence in the Reading Room, not talk on the mobile phone, disable audio signals of the computer and telephone;

21.4. 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, also if microfilms are mixed, notify the employee of the Archives;

21.5. having familiarized with the documents, fill in the file usage sheet;

21.6. after work, return the documents or microfilms to the employee of the;

21.7. 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;

21.8. upon the request of the employee of the Archives, wear special disposable gloves when using the documents;

21.9. inform the reading room staff of any change in their contact information.

22. The reader shall be prohibited from:

22.1. damaging, forging, destroying the documents;

22.2. transferring the documents or microfilms to other readers;

22.3. taking the documents or microfilms away from the Reading Room;

22.4. leaving the documents (open files) not protected from light for prolonged periods;

22.5. tearing bound pages, glued pictures or other documents from the file;

22.6. changing the sequence of file sheets, card index cards, and other documents; moving the documents from one file to another, moving microfilms from one box to another;

22.7. folding the documents or folding them different from the regular folding, placing the tabs in the files or card index, attaching sticky notes;

22.8. striking off, correcting the text in the documents, card index cards or making marks in them;

22.9. writing on a piece of paper placed on the document, forcibly opening the files, resting on them;

22.10. touching the documents by dirty or wet hands, stroking the text of the document;

22.11. using scissors, glue, correctors, markers, ink pens in the Reading Room;

22.12. copying the document using copy paper;

22.13. occupying more than one working place at a time;

22.14. using personal external data media with the computers of the Reading Room, installing any software in the computers of the Reading Room;

22.15. bringing children up to 16 years of age to the Reading Room;

22.16. eating, drinking, and smoking in the Reading Room;

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

## VI. FINAL PROVISIONS

24. 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 following the procedure established by the laws.
25. 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.

**(Sample Request Form)**

\_\_\_\_\_  
(name and surname in capital letters)

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

To \_\_\_\_\_  
(name of the archive)

**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 \_\_\_\_\_

(name of the archive)

**DOCUMENTS ORDER SHEET**

\_\_\_\_\_

(date)

Please issue the following documents on \_\_\_\_\_

(agreed date)

Files or microfilms (units of account) ordered by the reader					Employee's of The State Archives marks about the order being executed		
No..	Fond No.	Description No.	Accounting unit No.	Received (signature of the reader, date)	Returned (signature of employee's of the reading room, date)	Returned to repository (signature of employee's of the State Archive, date)	Notes
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Reader's signature:							

**Note.** These charts might be supplemented by other required sections, the document order form can be in A4 or A4L format

**(Sample Documents Copies Order Form)**

\_\_\_\_\_  
(name and surname in capital letters)

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

To \_\_\_\_\_  
(name of the archive)

**REQUEST  
TO MAKE DOCUMENTS COPIES (AND VERIFY IT)**

\_\_\_\_\_  
(date)

Prašau pagaminti šių dokumentų kopijas:

No..	Fond No.	Description No.	Accounting unit No.	Page No.*	Format (tif., jpg., A3/A4, coloured, black and white)	Verify*	Notes

\*Note. If you need to copy Jei reikia nukopijuoti the other side of the page, mark letters „a. p“, f.e.: 12, 12 a. p. If you need to verify the copy mark letter „v“ in „Verify“ section.

I guarantee the prepayment \_\_\_\_\_  
(signature) (name, surname)

Copy ordering information (to be completed by employee of the reading room):

No.	Quantity (in units)	Price of the unit (Eur)	Total (Eur)
Total (Eur)			

Employee of the reading room

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name, surname)