**Order no. 15/2020**

**of 9 November 2020**

of the Director of the E. Ringelblum Jewish Historical Institute (JHI)

on the introduction of

**Regulations for using JHI resources including a price list for JHI services.**

These Regulations and the JHI service price list set out the principles for granting users access to items and other materials from the Emanuel Ringelblum Jewish Historical Institute’s (“JHI”) collections located in: the Archives, Heritage Documentation Department, Art Department and Library (applies to the price list).

**The Order becomes effective on the day it is signed.**

The Regulations form an appendix to this Order.

Appendices to the Regulations:

* no. 1 – Order form
* no. 2 – JHI price list
* no. 3 – Statement

**Appendix to Order of the Director of the JHI**

**no. 15/2020 of 9 November 2020**

**Regulations for using JHI collections**

The Regulations set out the principles for granting users access to items and other materials (hereinafter referred to as **resources**) from the Emanuel Ringelblum Jewish Historical Institute’s (“JHI”) collections located in: the Archives [documents], Heritage Documentation Department [photographs] and Art Department [museum collections].

**I. Principles for using JHI resources onsite:**

* Browsing JHI resources (hereinafter referred to as “consultation”) is free of charge.
* Resources are made available for onsite inspection in the JHI reading room during its opening hours.
* Consultation is possible on working days:

in the Art Department in the hours: 10 A.M. - 5 P.M.

in the Heritage Documentation Department in the hours: 8.30 A.M. - 3.30 P.M.

in the Archives in the opening hours of the JHI reading room, i.e. Mon-Thurs 9 A.M. - 7 P.M., Fri 9 A.M. - 3 P.M.

* The JHI resource database is partly available online on the Central Jewish Library website: [www.cbj.jhi.pl](http://www.cbj.jhi.pl/)
* Information about archival material necessary to place a request is accessed by users via means of reference such as catalogues, inventories and databases accessible in the archives, the reading room and online at <http://www.jhi.pl/inwentarze>.
* Consultations are conducted as follows:

a) Consultation bookings sent by email should include a statement containing: the user’s full name, correspondence address, affiliation and signed clause on processing the User’s personal data by the JHI.

b) If the User wants to access resources, they should provide: the author (if known), names/titles and call/inventory numbers.

Digitalised documents are made available only as scans on computers in the reading room and archive workroom, with no need to file a request form.

c) Original materials can only be accessed in the presence of a JHI employee whilst observing safety requirements.

d) Users may photograph original items and/or catalogue cards only with the permission and in the manner indicated by a JHI employee.

e) The date and scope of a consultation is set individually.

f) Contact details for consultation bookings:

- **Archives:** areszka@jhi.pl

**- Art Department**: mkrasicki@jhi.pl.

**- Heritage Documentation Department**: dokumentacj@jhi.pl

* Decisions concerning matters not contained in these regulations are made by the head of the department in which the relevant JHI resources are located

**II. Regulations for making available digital copies of JHI collections**

* Digital images of archival material, photographs and items from JHI collections, further referred to as digital copies (scans), are made available for use in all types of publications and projects: academic, exhibition, commercial, educational and cultural.
* Digital copies are made available pursuant to a request form in Word format, sent to the appropriate department. **[appendix 1]**
* Digital copies of JHI collections are made available for a fee. A fee is charged for preparation of digital copies of photographs/archival documents/items in accordance with the current price list for JHI services **[appendix 2].** The fee depends on the quality of the scan provided and the intended use of the digital copies.
* Persons and institutions cooperating with JHI may, following separate arrangements with the department head, be granted an exemption or discount with respect to payment for specific digital copies.
* Digital copies from JHI collections are protected in accordance with current legal regulations, in particular copyright and rights of their authors.
* The User shall receive the digital copies after payment and after filling in and sending a declaration **[appendix 3].** The declaration will be provided to the User by an authorised JHI employee. The User will then obtain the right to single use of the said digital copies, thus receiving the right to use them only for the purpose indicated in the submitted declaration. An indelible mark designating provenance from the JHI’s collections will be placed on the digital copies provided.
* Users shall not transfer rights to use digital copies to third-party entities or individuals.
* The JHI and its employees shall not be liable for uses of the digital copies that are illegal or inconsistent with the purpose indicated in the order. Should any claims arise, legal liability – with all its consequences – lies with the User, both towards third parties and towards the JHI.
* The JHI declares that its collections contain works of art, documents and photographs to which it does not hold the relevant rights or has limited rights. Any use of such digital copies requires the User to separately address the issue of rights, and in particular copyright, directly with the author or their successors, in compliance with the provisions of the Act of 4 February 1994 on copyright and related rights, including in particular with respect to the right to use the image of the persons pictured.
* Digital copies shall be made available to the User within 14 days of sending a correctly **filled-in request and a declaration signed by the User**, unless photographing and scanning is not possible within this deadline. Should this occur, the User will be informed.
* The User shall sign the provided digital copies in the manner indicated by the JHI.
* The Directors of the JHI make decisions in matters not described in these regulations. In special circumstances the Director of the JHI may withhold consent to providing digital copies of JHI collections.

**III. Principles for lending items from JHI collections outside the Institute**

* JHI resources located in the Archives, Art Department and Heritage Documentation Department are loaned based on:

a) a written request to the JHI Director

b) a loan agreement

* The loan request should be submitted at least three months before the expected date of the loan. The loan request should indicate:
	+ 1. the entity borrowing the Item,
		2. the Items (author, name, inventory number),
		3. the place (address) of the Items’ exhibition,
		4. the period of the loan expressed at least in months and years.
* Decisions to loan JHI resources are made by the Director or a person authorised by them further to an opinion by a conservator (state of the units, assessment of the request) and the head of the department loaning the resources.

The decision of the Director of the JHI is contingent on:

1. consent of the Association of the JHI – in the case of collections deposited with the JHI by the Association (also pertains to library collections located in the JHI library and loaned to institutions),
2. consent of the Provincial Monument Conservator – where collections are loaned outside the territory of Poland,
3. consent of the General Director of the Polish State Archives – where archival items are loaned outside the territory of Poland.
* Detailed information concerning the principles for loaning JHI resources are available in a separate document, i.e. **Order no. 2/2017 on loaning items of 22 March 2017.**