**Order no. 3/2021**

of the Director of the Emanuel Ringelblum Jewish Historical Institute

of 04 February 2021

**on the introduction of Regulations for using JHI resources.**

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** and repeals Order no. 15/2020.

The Regulations form an appendix to this Order.

Appendices to the Regulations:

* no. 1 – Order form
* no. 2 – JHI price list
* no. 3 – Statement
* no 4 – Regulations for loaning items from collections of the JHI

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

**no 3/2021 of 03 February 2021**

**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.
* 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 during JHI reading room opening hours, 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](mailto:areszka@jhi.pl)

**- Art Department**: [mkrasicki@jhi.pl](mailto:mkrasicki@jhi.pl)

**- Heritage Documentation Department**: [dokumentacja@jhi.pl](mailto:dokumentacja@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.
* Where justified and upon a separate agreement with the Director, persons and institutions cooperating with JHI may be granted an exemption or discount with respect to payment for specific digital copies. Requests to this effect should be sent to the email addresses indicated in point I (f) as appropriate.
* 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, contained as an appendix to these regulations **[Appendix 3].** The User will then acquire the right to single use of the said digital copies, exclusively for the purposes indicated in the submitted declaration.
* Users shall not be authorised to transfer rights to the use of digital copies to other 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 indicates that its collections contain works of art, documents and photographs to which it does not hold the relevant rights or has limited rights. 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 possible only at a later time, of which the User will be informed.
* The User shall describe the provided digital copies in the manner indicated by the JHI.
* The Directors of the JHI make decisions in matters not covered by these regulations.
* Where justified, the Director of the JHI may withhold consent to providing digital copies of JHI collections.

**III. Principles for loaning items from JHI collections outside Institute headquarters**

* JHI resources are loaned pursuant to:

a) a written request to the JHI Director, following its acceptance

b) a loan agreement

* The loan request should be submitted at least three months before the expected date of the loan indicated. 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.
* The decision to loan JHI resources is made by the Director after obtaining the opinion of the conservator (state of the units, assessment of the request) and the head of the department loaning the resources pursuant to applicable legal regulations and agreements that are binding on the JHI.
* Detailed information concerning principles for loaning JHI resources are available in a separate document [Appendix no 4]