

RULES FOR USE OF RARE PUBLICATIONS

These rules regulate accessibility and use of the fund of books of the 15th century - first half of the 20th century, periodical and small publications, iconography and cartography, stored at the Library.

PROCESUDE OF USERS SERVICES

1. Users are serviced with valid Lithuanian Student identity cards, University employee's identity cards, passports or ID cards. Persons, who are not members of the University's community, are registered in the Library's information system, when they provide Lithuanian Student identity card, passport or ID card and recommendation letter.

2. Documents, stored at the funds of rare publications, can be ordered after search in the catalogue.

3. Ordered publications are kept at the reading room for 3 days.

4. Publications are read only at the reading room. It is not allowed to take them out of the reading room.

5. The amount of issued publications is limited: one user is issued up to 5 storage units at a time.

6. Only publications of good quality are provided to the users. Unique and very valuable documents (of (15th–17th centuries) and documents in poor condition are issued with a permission of the Library's Director.

7. If there are copies of rare publications and other documents, originals are not issued. They can be used on an exceptional basis with a permission of Library's Director.

8. The employee, who issues publications, evaluates the document's condition, indicates its defects and informs user about it.

9. It is not allowed to open publications by force and at an angle of more than 115 degrees, lean on them, fold pages, leave bookmarks in them or remove the remarks found within. Large format publications must be handled with a special caution.

10. In order to protect very valuable and unique publications (of the 15th-17th centuries) from the negative physical effect, it is only allowed to take photographs of them. Other documents, which are in good condition, can be copied and scanned.

11. Before taking photographs, copying or scanning of publication, users must provide the employee with a written notification on the purpose of copying of publication.

12. Users, who want to publish, must provide a written reasoned request to the Library's Director, who makes decision regarding permission for publishing during 3 working days. The keeper – Library of Kaunas University of Technology - must be indicated in the published document.

13. Users, who are leaving the reading room even for a short time, must inform the employee and return the publications to him/her.