

Conditions of Use of the TECH Integrated Library

APPENDIX IX: ARCHIVAL RESEARCH RULES

1.1. Introduction

1.1.1 The NTK Rare Books & Special Collection is a collection of documents, maps and manuscripts from the so-called library of the *Stavovská inženýrská škola* (Estates Engineering School) and the *Knihovna vysokých škol technických* (Technical Universities Library), which were accepted into the property of the library before 1913 and were built according to the subject-matter and pursuant to the so-called Balling¹ Call Number. The UCT Prague Rare Books & Special Collection is composed of documents identified by the call number H.

1.1.2 Books, bound journals, and maps from the NTK Rare Books & Special Collection are made available to the archival research public.

1.1.3 The Rare Books & Special Collection is made available to archival researchers for on-site study exclusively in the Rare Books & Special Collections Reading Room on Floor 3 in sector D during its opening hours.

Patrons will be informed in advance of any changes to the opening hours on the NTK website and in visible places in the NTK building.

1.1.4 Preservation, security, and protection of the Rare Books & Special Collections is a basic condition for its use by the public.

1.2. Access to the Rare Books & Special Collections

1.2.1 On-Site Loans from the Rare Books & Special Collections may be ordered via the IL electronic catalog using the email address historickyfond@techlib.cz or by calling 232 002 474 or 232 002 435. Study can be ordered via the above contacts

¹ Karel Joseph Napoleon Balling – born on 21 April 1805, died on 17 March 1868 in Prague. He was the first librarian of today's National Library of Technology. Between 1820 and 1824, he studied at the Royal Bohemian Estates Polytechnic Institute in Prague (*Královský český stavovský polytechnický ústav v Praze*), where he went on to work from 1824 - first as assistant professor of chemistry, from 1835 as professor, and later as Rector of the institute, renamed in 1863 to the Royal Bohemian Polytechnic Provincial Institute (*Královský český polytechnický zemský ústav*). In 1831 he was entrusted with the management of the collection of books and journals owned by the institute and that had previously been located with the individual professors in their departments. He performed this activity for 30 years. **He recorded the collection in inventory lists in five subject groups.** He established an index of books by author, and kept records of loans. He created the first layer of the collections of today's NTK, preserved in its original form to this day. Books and journals published both in this country and abroad were added to the library, making it a useful resource for understanding the progress of technical civilisation, in particular abroad. Balling laid the foundations for the first systematic mineralogical collections. He thus managed not only the library, but also oversaw all the collections. It was he who transformed the chemistry department into a research center for the whole of the Bohemian chemical industry, helping Bohemian chemistry take its place in the forefront of European technical sciences. The standing of the library within the institute is also documented by the fact that it caught the attention in the New Organisational Statutes of the Royal Bohemian Provincial Institute (*Královský český zemský ústav*). Balling took care of the library until 30 October 1865, when its premises and services had already been expanded to include a reading room for students furnished with a freely accessible reference library. He was a member of the Royal Bohemian Society of Sciences (*Královské české společnosti nauk*).

outside the indicated opening hours of the Rare Books & Special Collections Reading Room.

1.2.2 The maximum duration of an On-Site Loan from the Rare Books & Special Collections is 10 days from first access.

1.2.3 Ordered publications are issued by the Rare Books & Special Collections Reading Room service to archival researchers for study against their signature on the researcher sheet, and always only a single physical volume/map at a time.

1.2.4 Items from the Rare Books & Special Collections that are available in digital form are as a rule only made accessible in that form. The original may only be accessed in exceptional cases with the consent of the head of the User Support Department.

1.2.5 When studying, an archival researcher must protect the Rare Books & Special Collections as much as possible. Old documents may only be studied if they are placed on a special mat and when wearing special gloves. The archival researcher may not interfere in any way with the text or the binding of the document (e.g. open it with force), underline text, cross anything out or write into it, copy directly from it, etc.

1.2.6 An archival researcher is authorized to make copies and extracts from parts of the texts in the Rare Books & Special Collections. When making copies and extracts, the researcher must only use a pencil or a portable computer.

1.2.7 If an archival researcher wishes to make a photographic copy, they must first complete the appropriate form.

1.2.8 When studying or ordering copies, an archival researcher may not take any publication out of the Rare Books & Special Collections Reading Room; if the researcher leaves the Rare Books & Special Collections Reading Room during their studies of the Rare Books & Special Collections, they must hand over the publication(s) to a Rare Books & Special Collections Reading Room staff member.

1.2.9 Archival researchers are responsible for returning loans from the Rare Books & Special Collections in the condition in which they were provided. The Rare Books & Special Collections Reading Room staff will check this at the lending and the return of old/rare documents and maps.

1.2.10 The method of compensation of any damage is governed by generally binding legislation (the Civil Code).

1.3. Use of the Rare Books & Special Collections for Publication Purposes, Making Digital and Printed Copies

1.3.1 Copies from the Rare Books & Special Collections materials may be made at the NTK Reprographic Services workplace. The payment method is governed by the [NTK Fees and Services Pricelist](#).

1.3.2 An archival researcher may request digital and print copies based on a Request for Consent to Make a Digital Copy via the NTK Reprographic Services workplace. Request forms are available in the Rare Books & Special Collections Reading Room; they are approved by the head of the User Support Department.

1.3.3 Maps from the NTK Collections are made accessible in the NTK digital library in the Kramerius system, from which an archival researcher may print out or download the relevant map.

1.3.4 The use of the Rare Books & Special Collections for the publication of archival sources in both the original and abbreviated wording, and the publication of copies, is only possible by written agreement and with the consent of the NTK director.

1.3.5 It is not permitted to make copies from the Rare Books & Special Collections using xerographic technology because of the irreversible degradation of the document through the cumulative effects of heat and light.

1.3.6 Only copies of less than half the copied work are permitted.

1.3.7 The making of copies is dependent on the condition and preservation of the relevant old document, the evaluation of which is solely within the competence of the staff at the NTK Rare Books & Special Collections office. If the physical condition of an old or rare document does not allow the making of digital copies, the researcher's request will be refused without exception.

1.3.8 If a digital copy is made by the NTK Reprographic Services workplace, they will be given the documents from the Rare Books & Special Collections only by staff from the Rare Books & Special Collections office, based on an accurately filled out request from the researcher and with the required passages bookmarked in the text pursuant to the instructions of the HC staff member. The delivery date will be set by the NTK Reprographic Services staff and depends on the digital technologies used and the free capacity of the NTK Reprographic Services workplace. The prices for the digital copies and the payment method are governed by the [NTK Fees and Services Pricelist](#).

1.3.9 If a digital copy is made by an archival researcher using their own digital non-contact reproduction equipment, they must not use a flash or other lighting that could adversely affect the original documents. Use of personal scanners is forbidden. Making digital copies using your own digital equipment is not subject to a fee.

1.3.10 Making copies from the Rare Books & Special Collections via other institutions or third parties is forbidden.

1.3.11 If an archival researcher uses data acquired through studying the Rare Books & Special Collections, including graphics files, in their scientific or other work, they must:

provide in the work an accurate citation of the used source or graphics file, stating that the old/rare document or map is part of the IL Collections;

notify NTK of the bibliographic data of their work, including a citation of the documents they used.

1.3.12 Making private documentation of copies from the Rare Books & Special Collections, including "mirror archives", as well as the reproduction of entire publications, is forbidden.

1.4. Final Provisions

1.4.1 If an archival researcher violates any of the obligations imposed through these Rules, s/he will not be permitted to continue her/his study of the Rare Books & Special Collections.

1.4.2 The use of the Rare Books & Special Collections for other purposes than archival research is conditional on the conclusion of a contract with NTK.

1.4.3 Exemptions from the Rare Books & Special Collections Reading Room Rules may only be permitted by the NTK director based on a written application.

In Prague, dated January 28, 2022

NTK director

Ing. **Martin Svoboda** m. p.