



RULES AND REGULATIONS FOR USAGE OF THE ARCHIVES AND LIBRARY

1. Proof of identity must and a letter of recommendation should be shown on arrival at PUMST
2. All overcoats and bags must be left on the shelf in the corridor
3. All researchers must fill in the application for use form after which a member of the PUMST staff will provide finding aids (*application form and finding aids are available for download at: www.polishresistance-archive.org/pumst_download-info.html or at PUMST premises*)
4. Archival collections will be retrieved only by members of staff.
5. PUMST reserves the right to withhold access to archival materials, especially those with restriction clauses, personal documents and those covered by a secrecy clause.
6. If the requested documents are in electronic version, retriever priority will be given to this form of access to them. In this case original documents will only be given in exceptional circumstances. PUMST will supply the computer equipment allowing researches to view the documents in a digital form
7. Only pencils are allowed when looking through original documents
8. All archival reference numbers or title of books must be entered on the reverse of the application form
9. Smoking is banned throughout the building
10. No food or drink is allowed in the reading room
11. Researchers may use their own laptops
12. Cameras, digital cameras and scanners for reproduction of documents can only be used with PUMST permission and under the supervision of a member of staff. PUMST has its own digital camera. However, the use of own equipment to reproduce documents will not exempt the researcher from reproduction fees (*for price list for copying and reproducing of images see: www.polishresistance-archive.org/pumst_download-info.html or at PUMST premises*)
13. In the event of publication any archival materials from PUMST (documents, photographs, posters etc.) in the form of an illustration in whatever medium (newspaper, book, journal, television program, film, website etc.) written permission must be obtained from PUMST. In the majority of cases copyright fee apply. (*Copyright fees see: www.polishresistance-archive.org/pumst_download-info.html or at PUMST premises*)
14. In academic publications source references must be given i.e.: name of archives (Polish Underground Movement (1939-1945) Study Trust) or its abbreviation (PUMST) followed by the archival reference number of the document used / quoted.
15. The user is requested to send one copy of his/her published work written on the basis of PUMST archives to the PUMST.

I have read and agree to abide the above rules and regulations

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DATE

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FULL NAME

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SIGNATURE