

# **USER REGULATIONS OF THE ARCHIVES AND INFORMATION SERVICES OF THE NATIONAL BOARD OF ANTIQUITIES**

28.3.2017

The Archives and Information Services department is responsible for the National Board of Antiquities' archive, picture and library services as well as services related to archaeological collections. The department's Library, Archives and Archaeological Collections unit and the Picture Collections unit administer the materials and produce information services related to them. The archive, picture and library services are open to all who require materials related to the field. Materials are for the most part only taken out of the collections of archaeological artefacts for the purposes of scientific research. There may be material-specific restrictions on the use of picture and document materials. These user regulations are intended for the purpose of ensuring the longevity of the materials and the efficiency of services.

## **Ordering materials**

With the exception of the library's open collection, all materials must be ordered in advance. The materials open to all can be ordered with the material request form. Restricted materials can be ordered with an application form requesting the use of the materials. We request that you primarily fill in the forms online and sign them on location before using the materials. Materials in the library's storage that are catalogued in the Helka database can be obtained by submitting a request for materials through Helka. The delivery time for ordered materials is two weeks. For materials requested through Helka, the delivery time is one working day. Extensive information service requests are subject to a fee in accordance with the price list.

Library materials will be kept reserved for the customer for a week and other ordered materials for three days, provided that the condition of the materials allows them to be kept in the customer service premises. After this, the materials are returned unless otherwise agreed upon with the personnel.

You can ask for advice in relation to material requests by e-mail and telephone. You can browse materials from the library, the archives, the archaeological collections and the Picture Collections at the customer service premises of the National Board of Antiquities (Sturenkatu 2a, Helsinki). Materials from the Journalistic Picture Archive JOKA of the Picture Collections can be requested to be seen in the research rooms at the Collections and Conservation Centre of the National Board of Antiquities (Kanervantie 6, Vantaa).

## **Use of materials**

### **Loans**

Materials can be borrowed from the collection at the library that is available for loan. To borrow a book, you will need a valid Helka card, which you can get at the library. Borrowed books returned after the due date are subject to a late fee, and a fee will also be charged for lost books.

### **Use of the research hall/rooms**

Library materials can be read at the reading spaces in the library and in the research rooms. Archived materials, pictures and books classified as rarities can only be used in the research hall or research rooms and may not be taken out to the rest of the premises. Archived ethnological materials can only be studied in the research spaces specifically reserved for this purpose. Artefact collections can only be studied in research rooms. Please notify the personnel when you are ready to return the materials.

You can reserve a research room for using materials kept by the National Board of Antiquities for up to one week at a time. Please request to reserve a research room when you submit a request for materials. These

user regulations and material-specific guidelines must be followed when using materials. **You will be granted use of the materials after signing the commitment in the material request form.**

### **Copying and scanning**

Materials may be copied and scanned as long as this is not prevented by restrictions related to the materials' condition, data protection, legislation, restrictions on use, form, etc. You can copy and scan the books, newspapers and journals in the library's open collection with the self-service device within the limits set by the Copyright Act (404/1961). Photocopying of picture materials is prohibited. If you wish to copy/scan archived materials and books ordered from the rarity collection, ask the personnel if this is allowed.

Copying and scanning is subject to a fee in accordance with the valid price list. Scanning and copying is only allowed with the National Board of Antiquities' devices, and you must always agree upon it with the personnel.

### **Digital photography**

Digital photography of materials is possible for private use with a photography permit as long as this is not prevented by restrictions related to the materials' condition, data protection, legislation, restrictions on use, form, etc. To take photographs, the photographer must apply for a photography permit using a separate form and agree upon the photography separately with the personnel.

The use of flash is not allowed, and the photographing must not disturb other customers. Materials may be photographed as long as they are kept horizontally on a table. You may use a table-top stand when photographing, but the use of larger camera stands and taking photographs while standing on a stool is not allowed because of the narrow spaces and for safety reasons.

### **Photographic and copy services**

You can order copies or image files of materials belonging to the archives or collections of the National Board of Antiquities and request the right to use them. This is subject to a fee in accordance with the valid price list. The ordered copies or image files will be delivered in accordance with the terms of delivery and the delivery times confirmed in the price list. There may be restrictions on the use of some of the materials. Large drawn materials are usually ordered from outside of the National Board of Antiquities, and the costs are borne by the customer who placed the order. In such cases, the delivery times and price lists are determined based on the supplier.

### **Electronic materials**

The terms included in the licence agreements for each material must be followed when using electronic materials.

### **Referencing**

Material-specific instructions must be followed when referencing materials.

### **Restrictions of use**

Most of the materials kept in the archives, the Picture Collections and the library can be browsed freely. Free use of the materials may be restricted by the poor condition of the materials, lack of organisation or confidentiality, for example. The use of materials may be restricted by the Act on the Openness of Government Activities (621/1999), the Personal Data Act (523/1999), the Copyright Act (404/1961), special legislation or restrictions of use that are set out in an agreement on handing over specific materials.

The restrictions of use may be a result of the document containing confidential information. Confidentiality is based on legislation. The use of confidential materials requires the purpose of use to be determined.

One possible reason for the use of materials being restricted is their poor condition. In some cases, the reason may be that the materials have not been organised and catalogued. The purpose of these restrictions of use is to ensure the longevity of the materials. Restricted materials can be viewed by applying for access. The application form for the use of materials can be found on our website.

## General guidelines

- You may only bring items for taking notes and saving information to the customer facilities, such as a laptop.
- Outdoor clothing must be left on the coat rack and bags in the lockers in the lobby on the 2nd floor. At the Collections and Conservation Centre in Vantaa, customers can use the unguarded coat rack on the 3rd floor and the dining area on the 4th floor.
- You are not allowed to mark or highlight the materials of the National Board of Antiquities in any way. You are not allowed to write on top of the materials or attach sticky notes, paper clips or other items that should not be used with the materials.
- If you have any problems using materials or if you notice deficiencies related to the materials, please turn to the personnel for advice.
- Please let everyone work undisturbed: loud conversation and using a mobile phone is prohibited in the customer facilities. Drinking and eating is prohibited in the customer facilities.
- If an electronic or microfilmed version exists of the materials, these versions are generally used instead of the original materials.
- You can talk on the phone in the 2nd floor lobby.
- The devices in the customer facilities are intended only for searching information and research purposes. In the facilities on Sturenkatu 2a, visitors may use the wireless MV-GUEST network with a visitor's ID that you can get from the control room.
- The National Board of Antiquities does not bear any responsibility for personal items left in its facilities.

## Contact information

### Archives and Information Services

Visiting address: Sturenkatu 2a

Postal address: P.O. Box 913, FI-00101 Helsinki, Finland

### Archives and Archaeological Collections

arkistot@museovirasto.fi

Tel. 0295 33 6090

### Library

kirjasto@museovirasto.fi

Tel. 0295 33 6060

### The Picture Collections

kuvakokoelmat@museovirasto.fi

Tel. 0295 33 6100

**The Picture Collections / The Journalistic Picture Archive JOKA and The Maritime Museum's Picture Collections** joka@museovirasto.fi, tel. 0295 33 6127, visiting address: Kanervantie 6, 01380 Vantaa

You can give feedback to the personnel, submit a feedback form or send e-mail to the service addresses. You can also request new acquisitions to the library.