



THE POLISH INSTITUTE AND SIKORSKI MUSEUM

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RULES AND REGULATIONS FOR READERS USING THE ARCHIVES OF THE POLISH INSTITUTE AND SIKORSKI MUSEUM

- 1. Documents of the Archives of The Polish Institute and Sikorski Museum are available for research in the reading room between Tuesday and Friday, 9.30 to 4pm. The reading room is closed throughout February.**
- 2. All coats and umbrellas are to be left in the cloakroom downstairs. All bags, holdalls and handbags are to be left in the Archive office. No bags are permitted in the reading room. The Institute does not accept any responsibility for items left in the cloakroom and Archives office.**
- 3. Archival files are made available (only by a member of staff) on the basis of a written application. Each archival reference number must be written into the box marked: "file reference number".**
- 4. The Polish Institute and Sikorski Museum reserves the right not to make available files which are restricted or which contain personal information.**
- 5. Each reader can order up to 9 files simultaneously. However only three files are allowed on the reader's desk at any one time. Files can be ordered up to three times daily and cannot exceed approx. 1 metre of shelving, i.e. approx 27 files. Files cannot be ordered between 12.30pm and 2pm and after 3.30pm.**
- 6. Files ordered are kept up to 2 weeks from the date of placing the order.**
- 7. Readers are reminded of the need for taking care and consideration when handling the documents:**
 - only pencils type B can be used in the reading room (pencils provided) for making notes,**
 - the reader should return the file in the correct order and in a tidy fashion,**
 - turning pages of documents with wet fingers is forbidden,**
 - it is forbidden to make notes resting the notepaper on the documents,**
 - readers should not pass documents to other readers for use.**

- 8. It is forbidden to consume drink or food on the premises of the Institute.**
- 9. Finding aids such as file and document inventories, card indices and lists will be made available to readers by a member of staff.**
- 10. Personal computers can be used in the reading room. There is a daily charge of £1 for the use of the Institute's electricity supply.**
- 11. Cameras and digital cameras can be used having obtained permission and under the supervision of a member of staff. The cost per photograph is 25 pence.**
- 12. Copies of documents, maps and photographs can be ordered. The following is the current price list:**
 - A4 and A3 black and white photocopies 40 pence**
 - A4 colour photocopy £1.00**
 - A3 colour photocopy £1.50**
 - B5 colour photocopy on photographic paper £1.00**
 - A4 colour photocopy on photographic paper £2.00**
- 13. Permission is required from the Institute to publish any image in the form of an illustration. See separate copyright charges sheet (available on request).**
- 14. On departure the reader may be asked by a member of staff to show what he/she is carrying.**
- 15. The Institute reserves the right not to admit readers to the reading room in the event of non compliance with the above rules.**

London, 01. 03. 2008