

## Admission and rules for readers

### 1. Admission

1. Qualified researchers and scholars from around the world, particularly professors and researchers from universities and other institutions of higher education, and other learned persons known for their writings and scholarly publications, are admitted without distinction of race, religion, origin or culture. The prerequisites for admission are the availability of space and adequate training, documented and attested by an accredited academic institution; readers are requested to indicate the nature of their research project. University students are not normally granted admission. Exceptions may be made for graduate students preparing a doctoral thesis or studying for the degree of Doctor of Philosophy (Dr. phil./PhD), as well as for undergraduate students who have a specific need to consult the manuscripts or other materials preserved only in the State Historical Museum. Students must provide a letter indicating that their institution accepts liability for their actions, and the Department of Manuscripts and Early Printed Books reserves the right to verify that they possess the competence and experience necessary to handle the precious materials with the required care. By accepting the reader's pass and signing the form provided by the Admissions Office, the Reader agrees to comply with these Rules and Regulations. For admission to the Department, the following documents are required: — a letter of introduction, particularly for first-time applicants, (the original).

### 2. Obligations of the readers towards the Department

1. Readers admitted to the Department are required to:
  1. observe these Rules for Readers;
  2. carry their reader's pass with them at all times;
  3. treat all materials, particularly manuscripts and early printed books, with the utmost care and extreme delicacy, protecting these precious materials from any type of damage;
  4. provide the Museum with a copy of any publications relating to materials consulted or received by way of reproduction, especially if the Museum does not subscribe to the collections or periodicals in which they appear.

### 3. General rules

#### 1. General Behavior

1. Readers admitted to the Department are required to observe strict silence not only in the reading room, but also within the entire premises, conversing only in the lobby.
2. It is forbidden to disturb the study and work of other readers, e. g. by talking out loud or by using any kind of noisy equipment.
3. Readers must wear attire appropriate to the dignity of an ancient institution of culture and study. Mobile phones must be turned off at the entrance. It is absolutely forbidden to use any electronic means of communication within the reading room.
4. It is not permitted to take photographs, films, sound recordings, or any other type of reproduction.
5. It is absolutely forbidden to bring any kind of photographic or filming equipment, recorders, Dictaphones, digital scanners and other devices which would allow reproduction of the Museum's materials, environment or structures.
6. It is strictly forbidden to bring or to use scissors, knives, razor blades, razors, matches, adhesive paper, adhesive tape, glue, bottles of ink, correction fluids,

and any type of liquid or other object or substance which could damage the collections of the Museum.

7. Readers admitted to the Department are obliged to comply with the instructions of Department staff without discussion. Smoking is not permitted in any part of the Department. Food and beverages are permitted only in the lobby.
8. Access to the manuscript stacks and other stacks where books are stored is prohibited to the public.
9. In addition, it is not allowed to enter any area where there are staff offices, unless such access is explicitly granted; or to use equipment or materials belonging to Museum staff.

## 2. Access to the Department

1. To get a permission for working Readers should send e-mail to [codexdep@mail.ru](mailto:codexdep@mail.ru) (this can be done every time up to a week prior to visiting the Department in person) with following information the place of researcher's work/study, the theme studies, numbers of necessary manuscripts, data and period of research in the Department.
2. Readers admitted to use the Department, must get the pass at the special office (open from 11.00 p. m. to 1.00 a. m. and from 01.45 a. m. to 5.00 a. m.) at the staff entrance № 3 of the Museum (located behind the monument to Marshal George Zhukov on Manezhnaya Square).
3. The pass and magnet card (key to doors at the way to the Department) are given in pledge of passport. Readers must show their pass to the police officer, then go through metal detector (there is cloakroom at the left hand), glass door, the Polovtsian yard (hall with statues).
4. There is a door at the right corner of the hall, readers should use the magnet card to come through, lift up to 6th floor, then should use the card again to go to exposition hall № 27, turn left and go to hall № 25, there is a door to the Department.
5. In the Reading Room (Manuscripts, Printed Books or Periodicals):
  1. register at the distribution desk;
  2. choose the place where they intend to sit.

## 3. Leaving the Department

1. When leaving the Department (even if they intend to return later in the same day), readers must return the manuscripts or printed books which they have requested from the stacks;

## 4. Rules for the Reading Room

1. Assistance is provided for readers in the reading room. Readers are required to bring with them only such items as are strictly necessary to their research. When they register their arrival, they should notify the Reading Room staff of any materials not belonging to the Museum. Readers are personally responsible for the safety of the material, which is entrusted to them. They must examine the material upon receiving it and immediately advise the staff in the reading room of any existing damages. This is a preventative measure intended not only to safeguard the collections of the Museum, but also to limit the reader's liability. If the reader does not notify the staff of any damages, it will be assumed that he has received the work in good condition. In case of damage or loss, he will be expected to bear the full cost of replacement and/or restoration.
2. The Museum reserves the right to determine the measures to be taken to ensure that it is reimbursed by readers who are responsible for such damages. The observance of silence in the Reading Room will be enforced as an absolute *condicio sine qua non*. In the Reading Room, it is strictly

forbidden to bring overcoats, umbrellas, purses. The few objects that the reader carries with him must not be enclosed in any way. Portable personal computers (with no case) are permitted, as well as the strictly necessary amount of paper, open folders, magnifying glasses, and non-rigid rulers (of soft plastic or cloth).

3. Not permitted, in addition to the general prohibitions, which have already been stated (e. g. food, beverages, and cellular phones) are the following:
    1. reserving and occupying a reading place for longer than necessary;
    2. improper use of the Museum's furnishings, equipment and rooms;
    3. studying or consulting a manuscript or printed book in groups of two or more persons;
    4. consulting materials entrusted to another reader or passing one's own materials to others;
    5. consulting materials with soiled hands;
    6. writing, even in pencil, using manuscripts, printed books, or any other Museum documents as support;
    7. making marks or underlining, even in pencil, in the manuscripts, printed books or other materials;
    8. tracing bindings, watermarks, or any other material.
  4. For the use of special reading equipment, readers must ask the reading room staff. Use of this equipment is reserved for the consultation of CD-ROMs, etc. belonging to the Museum.
  5. The use of fountain pens, highlighters, paintbrushes, paints and any other type of writing instrument, which leaves indelible traces, is forbidden.
  6. No one may remove a manuscript from the Reading Room. Readers may request to see five manuscripts. Requests for manuscripts should be appropriately timed. The manuscript being read or studied must always stand on the lectern.
  7. The pages should be held open by inserting the rods provided into the base of the lectern. Hands and fingers must never rest on the manuscript. To follow the lines while reading, sheet of paper provided on the lectern may be used.
  8. The pages of the manuscript should be turned slowly and with extreme care to preserve them from further wear.
  9. The pages of the manuscript should not be turned with a pencil in hand, nor should writing paper, notebooks, other manuscripts, printed books or other objects be placed on top of the manuscript. If a reader needs to leave his place at the table for any length of time, he is requested to close the manuscript. For conservation purposes, the Museum reserves the right to provide for consultation, one of the various types of reproductions of its materials, which are available, rather than the original documents. Readers may bring printed books from the open shelves of the Reading Room and use them at their desk. Readers who do not respect this rule, which is helpful to everyone, will have their passes temporarily suspended.
5. Security Regulations
1. Museum staff are authorized to give instructions to the readers, and the readers are obliged to follow such instructions. The Museum may install surveillance devices and carry out security checks. The Museum may ask readers to open personal objects (including purses, closed bags, folders and the like) and may inspect their contents as readers enter and leave the

Museum. Readers are obliged to comply with all such requests. Readers who, despite repeated warnings, continue to disrupt the orderly functioning of the Museum, or do not comply with the instructions of its staff, may be asked to leave the Museum. Members of the Museum staff must make themselves available and recognizable at all times. They are required to intervene, spontaneously or upon the request of a reader, in order to ensure that these Rules for Readers are observed, joining with the Museum management in taking any preventative and punitive measures which may be deemed necessary.

## 6. Sanctions

1. Readers who fail to follow the Museum's regulations, and particularly those who repeatedly fail to meet their obligations to the Museum as set out in these Rules, may be excluded temporarily or permanently from the Museum, without prejudice to any civil or criminal liability. Those who are found to be guilty of theft, or of defacing, mutilating or damaging in any way the materials entrusted to them, the premises or any other object, which belongs to the Museum, will be permanently banned from the Museum and referred to the judicial authorities. Permanent exclusion from the Museum may also be imposed for: — those who write or make marks of any kind, even in pencil, in books or documents; — those who disrupt in any way the study and work of others; — those who smoke in the Museum buildings. These sanctions in no way limit the reader's liability for costs incurred through material damage. All obligations deriving from the relationship between the reader and the Museum established at the time of his admission continue to be valid even after a reader's pass has been revoked.

## 7. Reproductions

1. All reproductions of Museum materials must be made by the Photographic Laboratory of the Museum. As a result, it is strictly forbidden to: — use personal equipment such as cameras, digital scanners and similar means to copy or reproduce Museum materials; — download from the internal network of the Museum onto personal computers any data from the electronic or digital collections of the Museum; — make tracings of any materials of the Museum.

## 8. Limitation of the Liability

1. The Museum is not responsible for personal objects or any items brought by readers into the working area or to the lockers. It is forbidden to leave personal items with the Museum porter or other staff, and to receive mail, telephone messages, etc. at the Museum.

## 9. Opening Hours

1. As a rule, the Department is open on Monday (except first Monday of every month), Wednesday and Thursday from September to June. The exact dates and days of closure needs to specify by phone or e-mail. The Reading Room are open from 11.00 a. m. to 4.45 p. m.