

## **REGULATIONS**

### **OF WORK IN AUDIO ARCHIVE OF ILLH KarRC RAS**

ILLH KarRC RAS provides researchers, including foreign ones, with the opportunity to work with the materials of the Audio Archive, fulfills applications for copying phonograms and video recordings.

The Audio Archive fulfills the requirements of the collectors on the terms of use of the materials being deposited: the imposition of restrictions (for example, permission only for listening and the prohibition of copying, publishing) or a ban on use within the period established by the collector. In the inventory book and on the case of the laser disc or tape cassette, a corresponding mark is putted down.

#### Conditions for the admission of researchers to work in the Audio Archive

A third-party researcher must have a relation paper from his institution addressed to the director of ILLH with a request for permission to use the materials in the library. In relation paper the topic of research and the purpose of work in the Audio Archive is indicated - familiarization with catalogs and inventories, listening to phonograms, obtaining copies.

The relation paper is endorsed by the head of the relevant sector and the director and transferred to the curator of the Audio Archive for implementation. To work with inventories, manual file cabinets and electronic catalogs, no special written relation paper is required.

The researcher fills out an application, a user profile and consent to the processing of personal data (See the attachments N2, 3, 6).

#### Conditions for the provision of copies

To obtain copies of the materials, a customer from a third-party organization must obtain a director's visa, who coordinates his decision with sector specialists and collectors, after that the application (Attachment N4) is submitted to the Audio Archive curator for implementation.

Copying is carried out only on the equipment of the Audio Archive by its employees.

To export copies outside the Russian Federation, the permission of the Institute is required.

The customer uses the copies received only for the purposes specified by him in the application, he has no right to transfer copies to other persons and institutions. If such a transfer is necessary, the customer must obtain permission from the Institute.

The allowable copy volume is within 50% of the total playback time of a storage unit (tape, compact cassette, CD, etc.). In special cases, an increase in copying volume is allowed.

#### Submission of Audio Archive materials for publication

The customer submits a special application for publication to the directorate of the Institute in advance. The application must contain a list of the requested materials and indicate the edition (working title) where they will be published. Permission to publish is a subject to the interests of the Institute.

Materials for publication can be provided only on the basis of the signed agreement, which must indicate the mutual obligations of the parties.

When publishing materials a link to the ILLH phonogram archive with all identification data is required.

*Full link option:*

Audio Archive ILLH KarRC RAS. Unit ... / subunit ... .

*Shortened version of the link:*

AA. № / №.

The customer is obliged to provide to the Audio Archive a copy of the publication (or a link to it) in which the materials are published.

A researcher admitted to work with foundations must comply with the following rules:

- not to take out the materials received for work outside the Institute;
- take good care of techniques;
- to work carefully with manual file cabinets and registers;
- to use the help of the staff of the Audio Archive in working with the electronic catalog.

Researchers are allowed to work in the Audio Archive on working days and hours in the presence of employees of the sector of folklore and literary studies.