

The rules and regulations of the Documentation Centre (Romanian Institute for Research on National Minorities)

1. Access to holdings of the Documentation Centre

- full access is granted to „internal users” (any employee of the Romanian Institute for Research on National Minorities, i.e. researcher, administrative staff or chair member)
- „external users” (university- or high school teachers, undergraduates/ma/phd students, external researchers) are allowed restricted access only on the basis of a written request submitted to and approved by the Chair of the Institute for Research on National Minorities. The request will include the applicant’s institute of origin, her/his research theme and the period requested for using the Documentation Centre’s holdings
- access to holdings of the Documentation Centre is permitted after users have completed the registration form

2. Internal users

2.1 Rights

- to use the reference materials (encyclopaedias, dictionaries, photoalbums, maps, audiovisual material etc.) only within the reading room of the Documentation Centre
- to borrow up to a maximum of ten items (books, journals, audiovisual material, etc.) from the Documentation Centre’s holdings which are available for loan, for a maximum 14 day period, on the basis of a request submitted to the documentarian/researcher
- to photocopy all library material (up to 100 pages/1 month, 250 pages/3 months, but no more than 400 pages/year)
- to renew documents on loan (no more than twice)
- to reserve documents except for those already reserved by other users
- to request information about new acquisitions or informations of any kind about the functioning and services of the Documentation Centre
- to suggest new titles for acquisition

2.2 Obligations

- to return documents on loan by due date and preserve the good condition of the documents in the holdings
- to return documents on loan before due date if leaving for holiday or going abroad for a period exceeding due date, and inform the documentarian in this case
- obtain approval signed by the documentarian and stating the return of all documents on loan if ceasing contractual relationship with the Institute
- in the case of not returning, damaging or losing any document on loan the provisions of the Romanian law no. 334/2002 on libraries and the Government decree no.

26/26.01.2006 for modification and completion of the law no. 334/2002 on libraries will apply

3. External users

3.1 Rights

- to use the reference materials (encyclopaedias, dictionaries, photoalbums, maps, audiovisual material etc.) only within the reading room of the Documentation Centre
- to borrow up to a maximum of three items (books, journals, audiovisual material, etc.) from the Documentation Centre's holdings which are available for loan, for a maximum 7 day period, on the basis of a request submitted to the documentarian/researcher
- to photocopy (up to 250 pages/access period) documents from the holdings (reference materials - encyclopaedias, dictionaries, photoalbums, maps, books, journals etc.)
- to renew documents on loan (no more than twice)
- to reserve documents except for those already reserved by other users
- to request information about new acquisitions or informations of any kind about the functioning and services of the Documentation Centre

3.2 Obligations

- to return and preserve the library documents before leaving the reading room of the Documentation Centre
- in the case of not returning, damaging or losing any document on loan the provisions of the Romanian law no. 334/2002 on libraries and the Government decree no. 26/26.01.2006 for modification and completion of the law no. 334/2002 on libraries will apply