

Rules for Access to Historical Library Collections

1. Under Section 21, par. 1a) and 1b) of Act No. 126/2015 coll. on Libraries and on amendments and supplements to certain acts, historical library documents and historical library collections comprise rare manuscripts, old and treasurable prints made before 1830, slovacical documents (related to Slovakia), originated before 1918, significant slovacical documents without time specification and documents related directly to significant personalities or historical events.
2. Historical documents are made available exclusively for on-site study at the Universal Reading Room of the UL MBU at Tajovského 51, 974 01 Banská Bystrica.
3. Study of historical documents:
 - a) Studying of historical documents is regulated by provisions of article 15 of the Library Rules and Regulations of MBU.
 - b) Entrance into the reading room is conditioned by a valid registration at the UL MBU or by payment of a single fee listed in the Price List of Fees and Services of the UL MBU (Annexe No. 2).
 - c) The user shall fill in the request form for each document individually.
 - d) The user confirms receiving the document by a signature on the request form. The user shall check over the document before studying it and report without delay any recognized inadequacies. If not, he will be held liable for any damage found later and obliged to cover any costs for restoration of the document to the library.
 - e) The reading room staff shall check the returned documents in presence of the user.
 - f) While handling the rare documents, the user is obliged to use protective gloves.
 - g) The user is obliged to follow the instructions of the reading room staff, handle the loan document with responsible caution. It is forbidden to take out pages and inserts or change original order of pages, underline, trace illustrations and bindings or by any other way depreciate the document. Use of pens is forbidden. It is forbidden to place any other objects on the document, lean on it with elbows or release by force bindings of books.
4. **It is forbidden to copy documents originated before 1830.** The reading room staff may restrict or exclude photocopying of a document produced after 1830 if it is required due to its physical condition.