

## Access to Documents Included in the Modern Archival Collections of the National Library of the Czech Republic

### Written instruction

**The National Archival Collection (NAC)** - an archival collection of documents published on the today's territory of the Czech Republic (or Czechoslovakia) from 1901 to date complemented with foreign Bohemical periodicals. The collection is based on one out of two legal deposits acquired by the National Library of the Czech Republic and is strictly archival in nature. Its task is to preserve the library collections and ensure their use in the long term.

**The Archival Collection of the Bohemical Production of the 19th Century** - an archival collection of documents published from 1801 to 1900 on the today's territory of the Czech Republic, complemented with foreign Bohemical literature.

**The Hostivař Archival Collections** - an archival collection of thematic parts: address books, calendars, militaria, annual reports of Czech and German schools (secondary and higher vocational schools, universities), and dissertations defended at domestic and partly also Slovak universities and colleges until 1996 (Diss D, Diss T, Kand). Personal Libraries of eminent Czech artists and bibliophiles. The most important are Vlček's Library (shelfmark 60), Čech's Library (shelfmark 63) and Šalda's Library (shelfmark 71). There are also periodicals in German and Hungarian published until 1945 on the today's territory of the Czech Republic or former Czechoslovakia (shelfmark 52).

The library items kept in the aforementioned collections may be accessed by readers only in the **Hostivař Reading Room** in accordance with the Hostivař Reading Room Regulations. It applies simultaneously:

- Library items from the **National Archival Collection** may only be accessed if the document is not available in the holdings of other libraries in the Czech Republic, if it is not possible to borrow it through the interlibrary loan service and if no digital copy or surrogate is available.
- Library items from Personal Libraries (**shelfmarks 60, 63, 66, 67, 68, 71, 72**) may only be accessed if they are the only copies of the document in the collections of the National Library of the Czech Republic. In rare cases, the collection's administrator may allow an exception.
- If the user is interested in studying the Personal Library as a whole or a significant part of it, the proof stating the purpose of study may be required (e.g., the Letter of Introduction from a university or other scientific institution, or the proof of user's publishing activity).
- Certain parts of the **Hostivař Archival Collections** are restricted and may be accessed under a special preservation regime. The level of access to restricted items is decided by the administrator of the Hostivař Archival Collections and the reader is informed of that by staff in the Reading Room. The obligations of the reader studying the restricted library items are governed by the Visitor Rules of the Hostivař Reading Room.

Restricted items are among others valuable copies of otherwise common titles or valuable parts of collections as a whole. In addition, restricted access applies to publications whose social circulation is regulated by the provisions of Section 191(1) (dissemination of pornography) or Section 192(2) of the Criminal Code (a specific category of pornographic literature), or which fall - to a particularly acute extent - within the scope of the provisions of Sections 403-405 of the Criminal Code, publications where copyright has been infringed, and publications following a court decision or a publisher's decision to withdraw the entire edition.

However, except for the issues of the provisions of Section 191(1) or 192(2) of the Criminal Code, this is in no way a matter of restricting access to the content of the document.

### How Can Users Access Modern Archival Collections

Registered users (researchers) interested in studying a document included in the Modern Archival Collections must submit a duly filled out order form at the Counselling and Information Services desk

in the Main Hall of the National Library of the Czech Republic in the Klementinum. Authorized staff will verify whether the request is rightful, i.e. whether the requested document is inaccessible in other collections of the National Library of the Czech Republic, or if it is a request from the National Archival Collection, in any of libraries in the Czech Republic, or whether its digital copy is unavailable. The document on loan to another user is not considered to be inaccessible.

If the request is rightful, the library item is delivered to and issued with its research sheet to be completed in the Hostivař Reading Room. The delivery to other Reading Rooms is not possible. The request will be processed within three days from placing the order. Items are reserved in the Hostivař Reading Room one month from the date of placing the order or the last visit in the Reading Room. If the user fails to come within this period, the reservation will be cancelled. There is a limit up to five items for on-site loan and reservation. . For periodicals, the number of volumes is decided by staff on request of the reader.

**Exception:** If it is a request from a disabled user, for whom it is difficult to travel to the Hostivař Reading Room, a requested item from the Modern Archival Collections may be shipped to the **Scholars' Reading Room**, where it will be available for him/her together with its research sheet.

Prague, 27 March 2024  
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