

Archive of the Institute of Archaeology of the Czech Academy of Sciences, Brno

**PRINCIPLES OF ACCESS TO THE ARCHIVE OF THE INSTITUTE OF ARCHAEOLOGY OF THE CZECH
ACADEMY OF SCIENCES, BRNO**

1. Archive of the Institute of Archaeology of the CAS, Brno (hereinafter the ARÚB Archive)

The ARÚB Archive is a discipline archive whose long-term objective is to systematically gather, administer and store information gained by archaeological research in Moravia and Silesia. The ARÚB Archive is registered as part of the National Archival Heritage, Department of Archives Administration and Records Management, Ministry of the Interior, but it is not an archive within the meaning of the Archiving Act. The ARÚB Archive's collection is comprised of archaeological reports (brief reports, excavation and expert reports, and other documents of a similar type), the photographic documentation collection (negatives, transparencies, photographs), the plan and map collection, the newspaper clipping collection and personal collections (primarily scholarly legacy collections). The ARÚB Archive includes a digital archive containing both born-digital documents and digitised analogue documents. The user environment of the digital archive is the application Digital Archive of the Archaeological Map of the Czech Republic (hereinafter the Digital Archive of the AMCR, see section 4).

2. Access to documents – general provisions

The documents in the ARÚB Archive are accessible for study and research purposes in on-site regime. Each researcher is obliged to acquaint themselves with the research rules and fill in the researcher sheet upon their first visit to the ARÚB Archive. The researcher registers themselves in the visitors' book upon every visit to the archive. The archive staff may refuse entry to the archive to an applicant in justified cases.

3. Borrowing terms for analogue documents

Analogue documents from the ARÚB Archive are accessible for reference study in the archive's research room. Most documents are accessible without restriction. The ARÚB Director's consent is needed to study some documents (some archaeological reports and the related documentation in the form of photographs, plans, databases, aerial photographs, personal

collections – especially unprocessed legacy collections, etc.). For a period of 5 years from the completion of fieldwork within archaeological research, the consent of the statutory representative of the organisation from whose activity the documents originated (in writing or by e-mail to the archive staff) is required when borrowing an archaeological report and the related documentation.

4. Digital Archive of the AMCR

The Digital Archive of the AMCR is a web application designed to display digital documents deposited at the Institutes of Archaeology of the CAS in Prague and Brno. The Digital Archive of the AMCR contains text documents (archaeological reports, expert reports, brief reports), photographs from fieldwork, aerial photographs, maps, plans and digital data (tables, databases, vector graphics, etc.), always including metadata. The documents and other information are gradually taken over from the information system Archaeological Map of the Czech Republic with which the Digital Archive is also interconnected in terms of user accounts. The documents are published in the Digital Archive of the AMCR in accordance with the policy of open access to information and with the consent of their owners – the relevant professional institutions. Most of the data and documents are available to all users; a smaller part only to those who set up a user account or only to users from authorised archaeological organisations. The application is available at <https://digiarchiv.aiscr.cz/home>.

5. Copying documents using a photocopier and the user's own device

Paper or digital copies can be made in the ARÚB Archive. Copying (Xerox) or printing a digital document using the archive's device is subject to a fee according to the current fee list. Copies of the documents can be made using the user's own device (portable scanner, camera), provided it does not limit the operations of the archive or endanger the documents. This possibility only applies to documents that have not yet been made accessible via the online application Digital Archive of the AMCR. The copies of all kinds may only be used for the user's own needs and must not be spread further.

6. Provision of digital documents

The ARÚB Archive provides digital documents in full resolution upon a written application for the purposes of one-off or time-limited use including, for instance, the preparation of publications, exhibitions, theses and other academic works, within a research project, etc. The consent of the ARÚB Director is required for documents originating from the ARÚB's activity. The documents are usually provided free of charge for one-off use of a non-commercial

character. In other cases, the provision of access is subject to a fee based on an individual agreement. The ARÚB Director may decline the provision of documents if they disagree with the objectives of the publication or with the manner of presentation of the data. The ARÚB employees have access to the complete digital documentation originating from their own research activity. The consent of the relevant organisation's statutory representative is required for documents originating from the activity of other organisations. The exception is the handover of digital documentation to an organisation from whose activity the documentation originated if the given organisation asks the ARÚB Archive for it (e.g. in the case of a loss or incompleteness of its own archive).

Date, Brno

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Director