

**Terms of use**  
**For the Gross-Rosen Museum Archive and Reading Room**  
**during SARS-CoV-2 epidemic**

§ 1

General rules

1. Museum Gross-Rosen reading room is open until further notice from Monday to Thursday between 8.30 – 14.00. During this time, there will be two 15 minutes breaks to air the room. During those breaks, user of the reading room and archive employee must leave the room.
2. On the premises, where reading room for archive users is located, following rules of sanitary regime must be obeyed:
  - a. Every user of the reading room is required to use personal protection measures that have not been used before i.e. protective mask (or a face shield) and disposable gloves, which should be obtain by the user. Also every time the user enters the reading room he is obliged to disinfect his hands with the disinfecting agent provided by the Museum.
  - b. Things user brought with them like outer clothing, bags should be left in a place indicated by the Archive employee.
  - c. In the reading room safe distance of at least 1.5 meter from the Archive employee should be kept.
  - d. The Archive employee in the reading room performs his duties wearing a protective mask (or a face shield) and disposable gloves.
3. The user is obliged to follow the instructions of the employee responsible for sharing the archives.
4. Admitted to the reading room of the Museum can only be healthy people, not in quarantine and not under epidemiological supervision after signing an appropriate Statement by them.
5. The director may order the closure of the reading room on a specified date for organizational or technical reasons.

§ 2

Specific rules

1. A person, who wants to gain access to Gross-Rosen Museum archive, should send an application by e-mail with the exact description of the purpose and topic of the work. Also students and pupils are obliged to attach a letter of commendation from their tutor with their application.
2. Usage of the reading room is possible only after prior reservation by phone number + (00)74 846 45 66 or + (00) 74 842 75 80 or by e-mail: [d.dokumentacji@gross-rosen.eu](mailto:d.dokumentacji@gross-rosen.eu).

3. During the process of booking, exact date and time period for the Archive usage is determined with the Archive employee.
4. The records of booking dates of visits to the reading room are kept by the Head of the Collection Department or a person designated by him.
5. At the same time only one person can be in the reading room using the archive resources.
6. The user should make a note of their presence in the reading room and fill all the forms with their own pen.
7. During the time in the reading room the users can use only their own stationery.
8. In the reading room the user take a place indicated by the Archive employee.
9. Archive employee does not provide assistance in reading the documents.
10. During one visit user may be provided with only 10 archive units
11. The user may use the computer and microfilm reader that are in the reading room. Those devices are subject to disinfection after each end of the user's work.
12. The ordered archival materials will await the user in the reading room in a place designated for him.
13. The user, interested in getting a scan of documents can order them using by e-mail.
14. The user can make photos of the documents he ordered (if there are no restrictions) – using his own equipment in a place indicated by the Archive employee.
15. After the user finishes his work with documents, he leaves them on the table in the place where he used them.
16. The user may use the digital and regular inventory list , which he is obliged to return to a place indicated by the Archive employee.
17. After their usage, paper inventory list and paper documents will be put back for a 5 day quarantine. The will be available to the users after that time.
18. The requested copies are realized after the quarantine of archival materials is over. The archive will inform about the fulfillment of the request.
19. The required quarantine of paper documents and inventory lists may result in changing the agreed date of the next user's visit.
20. In the event of non-compliance with the above rules, an employee of the Archive has the right to refuse to provide documents and ask to leave the reading room.
21. By visiting the reading room, the user accepts those terms of use.

Director  
of the Gross-Rosen Museum