

Rules and scope of operations of the Nicolaus Copernicus University Archives

1. Rules for work organisation in the NCU Archives and safe keeping of file material:

- 1) The NCU Archives is reopening for receiving file and non-file material from organisational and administration units.
- 2) Where possible, any arrangements for taking over documentation should be done remotely via the NCU computer network and by telephone; this involves sending enquiries, setting appointments and collecting files, etc.
- 3) Where a direct meeting is necessary, employees from units other than the NCU Archives should be informed about the need to keep a safe distance; all meetings should take place in separate rooms where the disinfectant is placed in the dispenser so that any person entering the room can have free access to it without having to enter any other rooms.
- 4) Transport of archive materials must take place only with the consent of the NCU Archives and within the time limits and following the rules established by the NCU Archives.
- 5) Transport should be conducted with the recommendation of special care and following hygienic standards: in plastic containers or tied packs, folders arranged according to the number on the transfer list, with clear marking of the order of containers.
- 6) After transferring the documentation, a staff member of the NCU Archives together with an employee of the organizational unit or administration unit transferring the files check whether the transport is in accordance with the transfer list and confirm the transfer of the documentation. All these activities must be conducted following all safety rules (gloves, masks or face shields) and keeping physical distance; should there be any doubts, all correspondence has to be effected by electronic means (e-mail) or by telephone; as the next step the staff of the NCU Archives shall proceed with the inclusion of the files in the store area.

2. Rules for safe keeping of the holdings of the NCU Archives:

- 1) In accordance with the recommendations of the National Directorate of State Archives, methods such as ozone treatment or UV light, or other ill-considered methods of disinfecting files in the NCU Archives are not recommended as a precautionary measure due to COVID-19 because of possible irreparable damage to the archive material.
- 2) It is recommended, however, that all standard methods and agents be used in the premises where archive material is stored. When applying new measures, the restorer should always be consulted to ensure that the chemical composition of the agent, the method of applying and operation of the agent do not endanger the archives and other valuable objects in the room. It should be remembered that agents used for disinfecting archive rooms must not contain chlorine compounds and peroxides (e.g. hydrogen).
- 3) Apply disinfectants (including those based on alcohols) directly on archive material, whether by spraying, sprinkling or wiping, is strictly forbidden.

3. Rules for archival supervision practice on the premises of the NCU:

- 1) Archival visits are limited.

- 2) Queries and consultations requiring direct contact with another person are replaced by electronic means (e-mail: archiwum@umk.pl) or by telephone contact (tel.: **56-6112232, 56-6112233, 56-6112204**).
- 3) Matters related to the operations of the registry, i.e. handling of documentation from the moment it is created to the moment of preparing and drafting of transfer lists shall be performed in cooperation with the coordinator for the operations of the registry.
- 4) Supervisory operations: e.g. granting consents for the absence of non-archival documentation whose deadline for consideration has expired for various reasons, consultations with organisational units or administration units on how to arrange and record archive materials to be transferred to the archives shall be conducted electronically, by telephone or by internal mail.

4. Rules for providing access to the holdings of the NCU Archives:

- 1) Users are encouraged to make use of the finding aids available on the websites of the NCU Archives (www.archiwum.umk.pl/zasob/charakterystyka-zasobu-archiwalnego/).
- 2) Where there is a need for access to archives which are not restricted by law (catalogues, inventories, etc.), these should, to the extent possible, be referred to on-line publication and made available in this form.
- 3) Materials needed for the day-to-day operations of Dean's Offices and organisational units of the NCU shall be provided according to the existing rules, i.e. upon receipt of a completed production ticket/tab sent via e-mail (e-mail: archiwum@umk.pl) or internal mail. The prepared materials (files) shall be forwarded from the Office of the NCU Archives to the Mail Office located in the NCU Rectorate.
- 4) The research laboratory is reopening, bearing in mind the conditions in which the archives is located. Entrance to the NCU Archives shall be possible only in a mask and after hands disinfection with a disinfectant. Every person entering the office rooms shall be registered (first name, last name, telephone number).
- 5) For the safety of archivists and users, it is established that two persons may stay at a given time in the NCU Archives laboratory. Therefore, providing access to and using the archive materials in the laboratory shall be possible by prior appointment made by the user (phone: **56-6112204** or e-mail: pracownia@umk.pl) for a specific date in order to avoid introducing time limits for users. When contacting a staff member of the NCU Archives responsible for the laboratory, users are required to provide information indicating which materials they will want to use. This can be done by sending an e-mail with a completed application form for providing access to the documentation and production ticket/tab written out separately for each file. The user may place an order for **five files** at a given time. Incomplete orders shall be sent back to users with a request to complete the said. Visits to the laboratory shall be arranged on the first come first served basis.
- 6) The physical distance between the table used by the users in the laboratory and the cabinet in which files are kept must be at least 2 metres. For the sake of common safety, the staff member of the NCU Archives on duty must ensure that the user follows the sanitary regime (e.g. occupying the designated seat, maintaining distance, working in gloves and a mask). The staff member on duty in the laboratory shall wear a mask/face shield and gloves. The user shall wear their own mask and gloves in the laboratory.
- 7) Every time the user leaves the laboratory, the used table/desk, chair etc. shall be disinfected.

- 8) The same rules of conduct shall apply to paper inventories and other paper reference aids and library materials accessed in the NCU Archives laboratory as for the use of files.
- 9) Access to inventories and books should be provided by a staff member of the NCU Archives. After the user has returned archive materials, inventories, and library materials, the surface on which these materials were placed should be disinfected. None of the materials to which access was provided may be disinfected with disinfectant agents.
- 10) Archival work placements shall be resumed and shall take place in accordance with arrangements made with the NCU Institute of History and Archival Sciences. All group activities on the premises of the NCU Archives shall continue to be suspended.
- 11) The Office of the NCU Archives shall be open to external visitors (except for students and employees of the NCU) a limited extent. Therefore, the ZUS (Social Insurance Institution) documents and certificates shall not be issued directly. Requests or applications for documents and certificates sent by e-mail and traditional mail shall be processed, as indicated by the user, by traditional mail or e-mail. In urgent cases it shall be possible to deliver the application or to collect documents from the archives in person. All information concerning the rules of operation of the NCU Archives are available on www.archiwum.umk.pl.

5. Rules for documentation development in the NCU Archives:

- 1) Works with archive materials involving: determining the grouping of archive materials, arrangement within groups and holdings as well as within files, making descriptions of archive materials and finding aids of a higher level e.g. indexes should be performed following safety rules (gloves, masks).
- 2) Activities related to the inclusion of documentation into the existing groups (return of files) or supplementing open groups (students' record files) shall not be suspended. These activities should be performed following all safety rules (gloves, masks).