

Use of manuscripts & rare materials

TERMS & CONDITIONS

- **Jackets and bags** should be left in a closet in the entrance hall
- **Confidentiality agreement** must be signed before receiving the required items, and **identification** must be shown
- **Seating** will be appointed by the staff
- The items can only be used **in the library**
- Only **one** item can be handled at a time

WHEN USING THE ITEMS

- Handle the items with **great care**—some are irreplaceable
- Hands should be **washed and dried** before using the material
- There is **no eating or drinking** allowed while using the material
- A **personal computer or a pencil** can be used to write notes. Pens are prohibited, because they can cause permanent damage to items
- A librarian must be **asked** whether **photocopying, scanning** or **photographing** is allowed.* Flash photography is **never** allowed

AFTER USE

- The material must be placed back in **original order** and **returned** to the circulation desk

LEGISLATION

- Some items may be **protected** by intellectual property law or other legislations. The user can be held **responsible** for any violation of the law
- **Theft** will be reported to the authorities
- *If **referring to** manuscripts or private archives, please credit the National Library as follows: National Library of the Faroe Islands, box mark, title and page number*

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