Approved by the Director's decree of 02.01.2019, No 1-4/40

RULES FOR THE USE OF THE VALGA MUSEUM COLLECTIONS

I. General Provisions

1. The exclusive right to use the museum collections belongs to Valga Museum.
2. The museum storage rooms are separate from exhibition areas, visitor spaces, and workspaces.
3. Access to storage rooms is permitted only for the researcher, the curator, and other museum employees with the curator's approval.
4. Visitors may enter the storage rooms only when accompanied by the curator or another museum employee.

II. Use of Valga Museum Collections

5. The management of collection usage, deposit, and lending is the responsibility of the curator.
6. When lending an artefact, a temporary usage agreement must be signed, specifying:
    1) Name, short description, and condition of the artefact
    2) Purpose of use
    3) Security measures to be ensured
    4) Value (price) according to Section 18(2) of the Museum Act
    5) Return deadline

The agreements are recorded in a dedicated registry.

7. When an artefact is issued for temporary use, an issuance record must be drawn up, including:
    1) Name of the museum
    2) Place and date of the document
    3) Name and position of the issuer
    4) Name and address of the recipient institution or person
    5) Representative's name, power of attorney number, and date
    6) Agreement number and date
    7) Purpose of use
    8) Registration number and condition of the artefact
    9) Total number of issued artefacts in numbers and words
    10) Signatures of the issuer and recipient

The issuance record is made in at least two copies: one for Valga Museum and one for the recipient. Each record has a running number that resets annually. The director signs and stamps the document.

8. Deposits of artefacts require the director's approval. The museum has the right to refuse a deposit if there are concerns about preservation or if the requester has previously mishandled artefacts.
9. Preference for deposits is given to other museums, cultural institutions for exhibitions, and research institutions for study purposes.
10. The museum reserves the right to charge a fee for deposits and lending, decided on a case-by-case basis.
11. Loans are recorded in MuIS. If more than 20 artefacts not yet entered into MuIS are issued at once, an issuance record may be prepared without using MuIS.
12. The further transfer of borrowed artefacts to third parties is prohibited.
13. Visiting researchers may use the museum's card indexes for source searches. The researcher-curator may also search the collections, notifying the curator and ensuring proper handling of artefacts.
14. Research materials deemed confidential by the museum director are not available to external researchers.
15. Researchers must register at least three working days in advance via phone or email muuseum@valgamuuseum.ee
16. Internal museum research activities are recorded in File 3-13.
17. External researchers are recorded in an electronic register.
18. Upon arrival, researchers review the index and complete an order form indicating requested artefacts, institution, personal details, address, workplace/educational institution, research or exhibition topic, and contact details.
19. The researcher-curator fulfills requests based on the order form.
20. Each order form receives a unique registration number and is stored electronically.
21. Research on materials can only be conducted on-site, except in cases where artefacts are deposited with a research institution.
22. Researchers must not:
    - Remove materials from the museum
    - Damage, alter the order of pages, or remove items from bindings
    - Make marks on materials
    - Photograph, scan, film, or copy artefacts without permission
23. The museum may refuse service to individuals who have previously abused privileges.
24. The museum has the right to withhold fragile, rare, or large artefacts from use.

25. Responsibility for artefact preservation and proper use lies with both the researcher-curator and the user. Any damage, loss or theft may result in legal consequences for the responsible user. Damage must be recorded by the researcher-curator immediately upon artefact return.

26. Published works using museum materials must reference the original material, and one copy must be donated to the museum.

27. The use of artefacts in permanent exhibitions, temporary exhibitions, and educational programs:

    - The internal use of collection materials for exhibitions and displays must be recorded by the curator and researcher in MuIS or in a dedicated file (4-1). A printed version of the MuIS record is added to the file.
      The use of artefacts in educational programs must be recorded in MuIS, and the printed record is stored in file 5-1.
    - The responsible person for exhibitions or educational programs is accountable for the artefacts used. Any damages must be recorded immediately upon return.
    - The removal or replacement of items in the permanent exhibition must be reported to the assistant curator, who updates the MuIS records.
    - Artefacts loaned out for educational programs require approval from the assistant curator and may only be issued to museum staff responsible for the program. The assistant curator or researcher-curator must prepare an issuance record. Deposited artefacts must not be transferred to third parties.

III. Reproduction of Collection Materials and Payment Terms

28. Copies (photocopies, scans) of artefacts such as photos, documents, maps, plans, and memoirs are usually provided by the curator or researcher-curator.

29. Internal museum copies may be made by staff with prior notice to the curator.

30. Copying and other services are subject to the museum's price list.

31. Payments are managed by the curator. Cash payments are handled by the cashier, and bank transfers require an invoice prepared by the curator and processed by the accounting department.

IV. Photographing and Filming Artefacts

32. Filming and photographing artefacts, whether on display or in storage, is a paid service as per the museum's price list.

33. The use of flash photography is prohibited.

Approved by the Director's decree of 02.01.2019, No 1-4/40

APPENDIX 1: VALGA MUSEUM COLLECTION USAGE REGISTRATION FORM

Name: _____

Workplace/Educational Institution: _____

Position/Department, Course: _____

Contact Information (Phone, Email, Address): _____

Purpose of material use (e.g., research, exhibition preparation, personal use):

_____

_____

Research topic: _____

Requested artefacts (e.g., F., Ar., E., Aj., and artefact number):

_____

_____

_____

_____

Requested copies or scans:

_____

_____

_____

_____

I have read and agree to comply with the rules for the use of the collections.

Date: _____ Signature: _____