

RULES FOR THE USE OF VALGA MUSEUM COLLECTIONS

1. General provisions

1.1. These Rules govern the use, study, photography, copying, digital use, lending and deposit of the museum collections and museum objects of Valga Museum (hereinafter the Museum).

1.2. These Rules apply to the use of museum objects belonging to the Museum's collections and items of cultural value entrusted to the Museum for safekeeping, insofar as this does not conflict with legislation, the terms of deposit, copyright or the rights of third parties.

1.3. In arranging access to its collections, Valga Museum is guided by the Museums Act, legislation adopted pursuant to it, the Museum's collections policy, requirements for the preservation of museum objects and these Rules.

1.4. Access to the Museum's collections shall be as open and user-friendly as possible, while taking account of the preservation and security of museum objects, copyright, personal data protection and other statutory restrictions.

2. Access to collections and research

2.1. The Museum's collections may be consulted, subject to the Museum's resources, for research, educational, cultural and other justified purposes.

2.2. Information about access to the collections and research opportunities may be obtained from Valga Museum by emailing muuseum@valgamuuseum.ee or telephoning 766 8868. muuseum@valgamuuseum.ee

2.3. As a general rule, an appointment and the materials to be examined must be agreed in advance before consulting museum objects and collection materials.

2.4. Researchers are advised to give at least three working days' notice. The Museum may require more time for extensive enquiries or requests involving special conditions.

2.5. Researchers may use the Museum's catalogues, databases and other finding aids in accordance with their conditions of use.

2.6. Museum objects and collection materials must be consulted in a room designated by the Museum and in accordance with staff instructions.

2.7. Museum objects shall be made available for research only where their condition and conservation requirements permit.

2.8. The Museum has the right to restrict access to, or refuse the use of, a museum object where:

- the condition of the object does not permit its use;
 - its use could endanger its preservation;
 - the object is particularly rare, fragile or large;
 - restrictions arise from copyright, personal data protection, the terms of deposit or other legislation;
 - the proposed use is incompatible with the preservation of the object or the Museum's functions.
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3. Requirements for handling museum objects

3.1. Museum objects must be handled with care and in accordance with instructions given by Museum staff.

3.2. Users of museum objects undertake to:

- keep the object clean and secure;
- refrain from damaging the object;
- refrain from altering its composition, shape or structure;
- refrain from removing any of its parts;
- refrain from making notes or marks on the object or any accompanying original material;
- keep documents, photographs and other materials in their original order;
- immediately inform Museum staff of any damage to the object or other problem.

3.3. Where necessary, protective equipment and handling aids supplied by the Museum must be used.

3.4. Museum objects may not be removed from the Museum, transferred or made available to third parties without the Museum's permission.

4. Temporary use, loans and deposit of museum objects

4.1. The Museum may make a museum object available temporarily to another museum, institution, legal entity or individual for research, exhibition, educational or other justified purposes, provided that its proper preservation is ensured.

4.2. As a general rule, the release of a museum object shall be based on a written agreement or contract and shall be duly documented.

4.3. When a museum object is made available for use, at least the following shall be specified:

- the purpose of use;
- the place of use;
- the period of use;
- the condition of the object;
- the conservation and security conditions;

- the person responsible;
- the conditions for returning the object.

4.4. The user is responsible for the preservation of the museum object throughout the period during which it is in their possession.

4.5. Transfer of a museum object to a third party is permitted only with the Museum's prior written consent.

4.6. The Museum may refuse to make an object available where its preservation, security or proper use cannot be adequately ensured.

4.7. Deposit of a museum object means its temporary transfer to another institution or person for an agreed purpose and period.

4.8. Preference for deposits shall be given to museums, cultural institutions, research and educational institutions and other reliable partners.

4.9. The conditions governing the use of a deposited object, including its conservation, transport, display and return, shall be set out in an agreement or contract.

4.10. The Museum has the right to refuse a deposit or loan where it could endanger the preservation of the object or the security of the Museum's collections.

5. Use of museum objects in exhibitions and educational programmes

5.1. Museum objects may be used in the Museum's permanent displays, temporary exhibitions, educational programmes, museum lessons and other Museum activities.

5.2. A member of staff designated by the Museum, or another responsible person, shall be accountable for the use of museum objects.

5.3. Appropriate conservation and security conditions must be ensured when objects are displayed or used.

5.4. Where an object is supplied for an exhibition or educational activity outside the Museum, the provisions of these Rules concerning loans and temporary use shall apply.

6. Photography and filming of museum objects

6.1. Visitors may photograph museum objects on display for personal use unless otherwise indicated for the exhibition or object concerned.

6.2. When photographing or filming museum objects, visitors must follow Museum staff instructions and conservation requirements.

6.3. The use of flash, additional lighting, tripods or other technical equipment when photographing or filming museum objects is permitted only with the Museum's prior consent.

6.4. Photography and filming for professional, advertising, film, television, publishing or other commercial purposes must be agreed with the Museum in advance.

6.5. The Museum may charge for professional photography and filming in accordance with its current price list.

6.6. Taking photographs or making films does not automatically confer the right to publish or otherwise use the resulting images. Copyright, personal data protection and other rights must be respected when publishing them.

7. Ordering copies and digital files of museum objects

7.1. Copies or digital files of photographs, documents, maps, plans, drawings, manuscripts, musical scores and other objects in the Museum's collections may be ordered where their condition and copyright restrictions permit.

7.2. The Museum shall decide whether a copy or digital file can be produced, taking account of the object's condition, conservation requirements, digitisation facilities and rights relating to the use of the work or image.

7.3. Supplying a digital image does not automatically transfer copyright or other economic rights.

7.4. Separate permission from the rights holder must be obtained where necessary for the use of digital files and copies.

7.5. The Museum may charge for producing and supplying copies and digital files in accordance with its current price list.

8. Use of museum objects in publications, online and in other public contexts

8.1. Images of objects from the Museum's collections and information relating to those objects may be used for research, educational, cultural and other justified purposes in accordance with permission granted by the Museum and applicable legislation.

8.2. When publishing an image of a museum object, the following should, where possible, be stated as a minimum:

- Valga Museum as the institution holding the collection;
- the name of the museum object or item;
- the object's accession number or another reference provided by the Museum.

8.3. Example of an acknowledgement:

Valga Museum, name of museum object, VM [accession number].

8.4. Where copyright, personal, property or other rights relating to an object belong to a third party, the user is responsible for obtaining the necessary permissions.

8.5. The Museum may require further information about the proposed publication, website, film, exhibition or other intended use before granting permission.

8.6. In the case of commercial use, advertising, commercial publications or other paid uses, the conditions of use and, where applicable, the fee shall be agreed separately with the Museum.

9. Copyright and other restrictions on use

9.1. The inclusion of a museum object in the Museum's collection does not mean that all copyright or other economic rights relating to it belong to the Museum.

9.2. The Copyright Act, personal data protection requirements, the terms on which an object was deposited and other relevant legislation must be observed when using an object or its image.

9.3. Where the consent of an author, copyright holder, individual or other rights holder is required, the user must obtain it unless the Museum has undertaken to do so.

9.4. The Museum shall not be liable for a user's infringement of third-party rights where the user employs materials obtained from the Museum outside the terms agreed with it.

10. Service charges

10.1. The Museum may charge for services relating to museum objects, photographs, digital files and other collection materials in accordance with its current price list.

10.2. Charges may depend, among other things, on the type of service ordered, the amount of work involved, the quality of the digital file, the intended use and whether the use is ordinary or commercial.

10.3. For research, educational and cultural uses, the Museum may reduce or waive a charge where justified.

10.4. Prices for chargeable services are published in the Valga Museum price list.

11. The Museum's right to refuse access

11.1. The Museum has the right to refuse to make a museum object or collection material available where:

- doing so could endanger the object's preservation;
- the object is in poor or unstable condition;
- the object is particularly rare, fragile or large;
- the object is currently on display, undergoing conservation or digitisation, or otherwise in use;
- legal or contractual restrictions apply;
- the proposed use is incompatible with the Museum's functions or principles governing access to its collections;
- the user has failed to comply with previously agreed conditions of use or has not properly returned an object.

11.2. In the event of refusal, the Museum shall, where possible, explain the reason and may offer alternative materials or means of access.

12. User responsibility

12.1. Users of museum objects and other collection materials are responsible for their proper handling and preservation.

12.2. In the event of damage to or loss of a museum object, or another breach of the conditions of use, the Museum may seek compensation in accordance with legislation and the contract.

12.3. Users must immediately inform the Museum of any damage to or loss of an object, or any other circumstances that could affect its preservation.

13. Researcher and user data

13.1. To administer the use and lending of museum objects, assist researchers and process orders, the Museum may process users' names, contact details and other data necessary for arranging such use.

13.2. Personal data shall be processed only to the extent necessary to administer access to museum objects, perform user agreements, maintain records, ensure security and fulfil statutory obligations.

13.3. When processing personal data, the Museum shall follow its Data Protection Policy and applicable data protection requirements.

14. Applications to use the collections and contact details

14.1. Requests to study, borrow, receive on deposit, photograph, film or copy museum objects, or to order digital files, must be submitted to Valga Museum.

14.2. Applicants are asked to provide the following information where possible:

- the applicant's name and contact details;
- the purpose of use or research;
- the name of the requested object or material and, where possible, its accession number;
- the intended manner of use;
- the proposed period of use;
- the intended place of publication or use.

14.3. Applications and enquiries:

Valga Museum
Vabaduse 8, Valga
Telephone: 766 8868
Email: muuseum@valgamuuseum.ee

14.4. For extensive research enquiries, requests involving large numbers of museum objects or applications requiring special arrangements, the Museum shall agree the scope, timescale and conditions separately with the applicant.

15. Final provisions

15.1. These Rules shall be applied together with applicable legislation, the Valga Museum collections policy, price list and Data Protection Policy.

15.2. Where a provision of these Rules conflicts with applicable legislation, the legislation shall prevail.

15.3. These Rules shall be published on the Valga Museum website.

15.4. These Rules shall be approved by an order of the Director of Valga Museum.