

## **GUIDELINES FOR THE USE OF MATERIALS IN THE SLS ARCHIVES**

Before accessing archive materials and databases in the reading rooms, you must sign a statement to confirm that you will comply with the rules below and will use the material and the information contained within the material in accordance with current legislation and good practice.

The rules were established by the Head of Archives on 16 June 2023.

### **Your visit to the reading rooms**

You can view the archive and library materials in our reading rooms in Helsinki and Vaasa.

- You can place an order for physical material to be delivered to the reading room in the place where it is archived; material is not transferred between the reading rooms in Helsinki and Vaasa. If the material is digital or has been digitised, you can access it on the public computers in our reading rooms. You can obtain access to the material by placing an order in writing using our order form for customers.
- Some of our archives and collections are subject to restrictions, which means that access to them is limited and you must apply for access to the material. You may access this material for certain purposes or with special permission.
- If you want to use the material for any purpose other than the one you previously stated, you must contact customer service again and fill in a new order form.
- Material that should be handled with special care, that is digitised, microfilmed or that has not yet been organised will only be delivered to the research room in exceptional cases and solely on request.
- All materials should be handled with care.
- Damaging or stealing archive material is a punishable act and SLS may demand compensation from users who are found guilty of doing so. Users who violate laws and SLS rules may lose the right to visit the SLS archives and to use the archive resources.

### **Do you need copies?**

- The archive has a price list for copying. The price list is available at our customer service or see <https://www.sls.fi/sv/pricelist-copies-of-archive-materials>.
- The possibility of obtaining copies is determined on the basis of the purpose stated on the order form. The purpose of use, donation agreements or copyright laws and data protection may limit your right to copies or the distribution of material. Some copies are provided for a limited period of time, so that the copies are to be destroyed after agreed use.

- You cannot obtain copies of released cassettes, discs, films, or sheet music covered by copyright law.
- You may obtain hard copies for your own use of shorter extracts from the library's collections.
- You may obtain hard copies for your personal use of individual articles in the National Library of Finland's newspaper database.
- The National Library newspaper database or other available databases may not be copied.

### **Photographing materials**

- You may take photographs for scientific research or historical research of archive material that is freely accessible in the reading room and that is not subject to restrictions. Do not use flash photography.
- You may also take photographs of the library's physical collections, including copyrighted sheet music.
- Photography is permitted on condition that the photographs are for your personal use only, not for distribution. If you want to publish or distribute the copies e.g. in print, online or via social media, you must order the copies from our customer service.
- You may not take photographs of material that is subject to restrictions.
- The National Library's newspaper database or other accessible databases may not be photographed.

### **Do you want to publish or distribute the material?**

- You can request to publish or distribute archive material by filling in a form available from customer service.
- Permission for publication or distribution is only valid for the purpose you state on the application.
- The purpose of use, donation agreements and legislation may limit the right to publish or distribute material. This may entail that permission from the copyright owner or donor is required in order to publish or distribute the material. Data protection may require the consent of living persons. Always speak to customer service about who should contact the donor or copyright owner, even if the archive material contains personal or contact information.
- When you reproduce larger compilations of archive material, SLS would appreciate a copy of the edition or link to the digital edition.

- SLS recommends that you follow the research ethics principles of the Finnish Advisory Board on Research Ethics, especially in respect of scientific research,  
[https://tenk.fi/sites/default/files/2021-01/Ethical\\_review\\_in\\_human\\_sciences\\_2020.pdf](https://tenk.fi/sites/default/files/2021-01/Ethical_review_in_human_sciences_2020.pdf)

### How to reference SLS archive material?

- The reference shall contain the following information:  
  
SLS archives, alternatively the Society of Swedish Literature in Finland, the reference number and name of the material and the name of the author, where available.  
  
E.g. SLS archives, ÖTA 112 Rafael Olin's photograph collection, photographer: Rafael Olin
- The materials may contain previous names that are no longer used for the archives/collections. Always refer to the SLS archives or the Society of Swedish Literature in Finland.

If you have any questions, please contact SLS Customer Service!

[Copyright Act 8.7.1961/404](#)

[Regulation \(EU\) 2016/679 of the European Parliament and of the Council, the General Data Protection Regulation \(GDPR\)](#)

[Data Protection Act 5.12.2018/10](#)