

**Research Policy**  
**BHM Aquincum Museum and Archaeological Park**  
**Archaeological Collections**

The policy has been created in accordance with the provisions of Government Decree 47/2001 (III.27) and the rules of the BHM Aquincum Museum and Archaeological Park's (hereafter: Aquincum Museum) Archaeological Collections (which include the archaeological collections, photographic archive, drawings archive; hereafter: Archaeological Collections), in light of the special value of the materials held in the Archaeological Collections.

*No materials may be borrowed from the Archaeological Collections by either external or internal researchers.*

**Rules for external researchers:**

For external researchers, the rules are based on the provisions of Government Decree 47/2001. (III.27.) in case of academic and educational research in the Archaeological Collections.

Therefore:

- All research projects require a permit, which may be requested by completing and submitting the research permit application form.
- Research permits for the Archaeological Collections are granted by the Director General of the BHM.
- Applicants must indicate the subject and purpose of their research on the application form.
- The application form can be downloaded from the website of the Aquincum Museum: [www.aquincum.hu](http://www.aquincum.hu).
- The application form must be sent to the Office of the Director of the Aquincum Museum (e-mail: [aquincum@aquincum.hu](mailto:aquincum@aquincum.hu), post: BHM Aquincum Museum and Archaeological Park, Záhony utca 4, 1031 Budapest, Hungary). The Director General can decide to approve or reject the application within 15 days of receipt. The grounds for rejection must be explained in writing. In case of rejection, the applicant may appeal to the courts. The Aquincum Museum notifies the researcher of the decision, and, if the application is approved, schedules an appointment with the researcher.
- The original copy of the research permit must be deposited in the BHM Archives. If the application is approved, a copy is sent to the Archaeological Collections.
- Research permits are valid from the date of the decision by the Director General for one year. Following the expiry of the permit, a new permit may be requested.
- If, during the study of the materials at the museum, the researcher requires the assistance of another person, or access to the materials not covered by the research permit becomes necessary, a new research permit application must be made indicating the additional researcher and the additional materials.

Research permits may not be granted if:

- a) the materials have not been registered yet in the inventory;

- b)* the research or use of the materials are subject to a special permit – as specified by a contract or law – and the researcher does not have such a permit;
- c)* the researcher does not have sufficient expertise required for the study of the materials connected to the research subject;
- d)* the materials have been registered in the inventory of the Archaeological Collections within the previous 5 years and they have not been published yet.

The Director General may further refuse to grant a research permit if:

- e)* the activity, or its method would endanger the condition and safety of the materials;
- f)* the material is undergoing restoration, conservation, preparation, or is being exhibited;
- g)* the applicant has previously broken the rules set forth in the Government Decree or the Research policy of the Archaeological Collections;
- h)* the study and use of the materials for academic or educational purposes in the given year is included in the BHM annual plan for research and operation.

In cases indicated in points e) and g), the Director General may revoke a research permit.

In case the application for a research permit is rejected for the reasons mentioned above, the Director General may at the same time provide for research purposes in place of the original materials digital or other reproductions (hereafter: reproductions) – where available at the Archaeological Collections – or documentations of the materials.

Reproductions may be requested of the materials covered by the research permit. Requests for reproductions are governed by the **Policy for the request and use of reproductions** published on the Aquincum Museum's website. When requesting reproductions, the researcher must declare how and where the reproductions provided by the Archaeological Collections will be used.

To protect the copyright of the institution and the authors, in case of research in the Archaeological Collections for commercial purposes, the institution and the researcher sign an agreement in accordance with Section 42 of Act LXXVI of 1999 on Copyright, covering the purpose of and the institutionally-set fees for the use of reproductions.

If the researcher requests reproductions exclusively for research purposes, following the rules of copyright, the request for reproductions is free of charge, but is subject to a permit. Reproductions may only be published with the permission of the author or successor and the BHM, following the payment of a fee. Concerning the publication, the BHM signs an agreement with the researcher. The right to use the reproductions is the personal right of the researcher; it may not be transferred to a third party. The researcher may not make public any data which would violate personality rights, or use these against the BHM, or other institutions and persons, or must face the legal consequences.

For the study and research of materials in the Archaeological Collections – within 5 years of their registration in the inventory – priority is given to the museum specialist who collected (excavated), or who carried out the primary identification (and registration) of, or who

conserved the condition of, or restored the materials. Therefore, within the 5 years, the commercial, academic or educational use of the materials is also subject to the permission of the museum specialist in question. Also protected are the materials used by BHM staff for doctoral research or other projects, though, with their consent, research may be approved.

Certain materials in the Archaeological Collections may contain personal data which are covered by a protection period based on Point (1), Section 24 of Act LXVI of 1995. In accordance with the law access to these materials may be refused.

Research in the Archaeological Collections may be carried out only on premises designated and provided by the BHM, in the presence and with the assistance of a supervising member of staff. Researchers may use their own technological devices (e.g. laptop) to assist their work. This, however, does not cover devices and processes for making reproductions (e.g. scanning, photography).

The supervising member of collection staff records each research session in the log for materials accessed on site at the Archaeological Collections, which the researcher must sign.

### **Rules for current and retired members of BHM staff**

Researchers may freely access their own materials, documentations, manuscripts on site at the Archaeological Collections.

The materials of other authors may be accessed on site with the permission of the authors and following the rules of copyright.

Archival materials may freely be accessed on site.

Researchers may request copies of their own excavation documentations and other collection materials for personal use free of charge.

The supervising member of collection staff records each research session in the log for materials accessed on site at the Archaeological Collections, which the researcher must sign.

### **Research sessions**

- For both external researchers and current and retired BHM members of staff: weekdays, between 9:00 and 15:00, only by appointment.
- Making an appointment: for external researchers: when the researcher is notified that the research permit has been approved; for current and retired BHM members of staff: by phone or e-mail (Aquincum Museum, Tel: +36-1-250-1650, e-mail: [aquincum@aquincum.hu](mailto:aquincum@aquincum.hu))

Budapest, 25 May 2020

Noémi Népessy  
Director General

**RESEARCH PERMIT APPLICATION FORM**  
BHM Aquincum Museum and Archaeological Park  
Archaeological Collections

**The Applicant:**

Name, address (of institution): .....

Telephone, E-mail address: .....

ID number: .....

**Subject of the research:**

.....  
.....

**Length of the research period:** .....

**Place of the research (name of the collection):** .....

**Purpose of the research:**

Educational, academic, commercial, other: .....

**DECLARATION**

Aware of my legal liability, I, the undersigned, hereby declare that the above details are accurate. I further declare that I am familiar with and will follow the research regulations of the BHM Aquincum Museum and Archaeological Park (hereafter: Aquincum Museum) and other regulations concerning copyright. I accept liability for the condition and order of the documents which I receive for research from the Aquincum Museum and agree to send the bibliographic details of any publications made using the researched materials within 3 months of publication.

By signing this form, the Applicant gives his/her permission for the personal information provided here to be recorded and handled by the Budapest History Museum for the purposes and duration specified in Section 4 of Government decree 47/2001 (III. 27.) on research in museological institutions.

Budapest, .....

.....  
Applicant

**RESEARCH PERMIT**

Based on the application, I hereby grant the requested research permit.

The permit will expire on: .....

Budapest, .....

.....  
Noémi Népešsy  
Director General