

Regulations of the Digital Thesaurus

I. Definitions

It is agreed that for the purposes of these Regulations, the terms outlined below shall have the following meanings:

1. **Regulations** – these rules, terms and conditions for using the resources of the www.ct.mhk.pl website.
2. **Digital Thesaurus, hereinafter referred to as „CT” or Portal** – a web portal developed as a result of the project, entitled *Sharing and digitalization of the 2D collections in The Historical Museum of the City of Kraków*, conducted in the years 2011-13, and co-financed by the European Union in the Malopolska Regional Operational Programme for the years 2007–2013. CT provides viewing and searching options with regards to the digitalized collections of the Historical Museum of the City of Kraków, which include more than 18 500 2D artifacts from three collections: old Kraków photograph, graphical and theatrical exhibits.
3. **Museum** – the Historical Museum of the City of Kraków, 30-011 Kraków, Rynek Główny 35.
4. **User** – any legal person, entity without legal personality or a person with full legal capacity, using the CT resources.
5. **User logged in** – a user with an account registered for the CT at the www.ct.mhk.pl website.
6. **Object** – digital mapping of the object / artifact, remaining in the collection of the Historical Museum of the City of Kraków, made with the usage of the digitalization technique and placed within the CT resources.

II. General information

1. These regulations define the rules, terms and conditions of User's use of the www.ct.mhk.pl web resources.
2. The User is obliged to read the Regulations before using the CT.
3. The name Digital Thesaurus, the logo and the graphic design, the technical and functional solutions used, as well as the content and the database are protected and constitute the property of the Museum.
4. The User is obliged to make use of CT in accordance with the applicable law, social and moral norms, as well as with the provisions of these Regulations.

III. Type and extent of services

1. The Museum provides the User with the use of CT free of charge, subject to the provisions of Part VI of the Regulations.
2. The usage of Ct includes:

1. **search service** – searching the collections, performed by the User, by using the “Search” or “Advanced search”
 - a) “search” – after providing a single term, associated with the sought object and pressing the “Enter” key, all objects related to the term will be displayed.
 - b) “advanced search” – after pressing the term, the system will display the form, which includes detailed criteria for advanced search: Category, Time of creation, Origin, Material, Dimensions, Inventory Number, Author, Subject, Technique, Notes / Commentary, Key words. Then, after providing the selected terms, the User has to press the “Search” button or the “Enter” key. A list of results will be displayed. In case the searched term is not found, such information will be provided on the screen.
2. **browse service** – displaying, navigating, and zooming in and out of the objects from particular categories (Collage, Printing, Photograph, Picture, Postcard, Painting, Drawing, and Varia). After the object has been selected by the User, the “Exhibit card” will be displayed, containing detailed information about the object, as well as the object itself, which the User will be able to zoom in, using the “magnifying glass”.
3. **creation of collections service, available for the logged in Users**– ability to add selected objects to the User’s own collections (albums). The object is added by pressing the green “+” icon, visible in the right upper corner of the “Exhibit card” of the selected object and indicating the name of the User’s collection, to which the object is to be addend. The logged in User can create up to 10 collections, each consisting of up to 60 artifacts. Objects can be removed from the collections by the User. The collections created by the User are visible for only that User. The logged in User can publish his own collections so that they become visible for other Users. This is done by choosing the green “✓” icon on the collections list. The collection selected will be sent to the Museum, and it will be the decision of the Museum whether the collection gets published or not. A negative decision made by the Museum is self-explanatory and cannot in any way be questioned by the User. The User is not entitled to any claims related to the publication of the collection in CT.
4. **the service allowing copying of the objects by the Users** –
 - a) copying of the objects – service available for anonymous User – objects can be copied by Users, subject to the provisions of Part VI of these Regulations. The objects are provided by the Museum in CT in the JPG format. Copying is made by pressing the „JPG” icon, and then choosing the “save” option in the User’s web browser.
 - b) copying of the objects – service available for the logged in User – objects can be copied by Users, subject to the provisions of Part VI of these Regulations. The objects are provided by the Museum in CT in the JPG, DjVu, PDF, Excel and zip formats. Copying is made by pressing the choosing the icon of the selected format, and then choosing the “save” option in the User’s web browser.
5. **the service allowing grading of the objects** – providing User’s own grade of the object, displayed in CT, by filling in the grading form (from one to FIDE stars, where one star stands for low grade, and FIDE stars stand for excellent grade).

IV. CT registration rules for Users

1. The User can register his own account in CT (log in) by pressing the „Register” icon. During the registration process, the User is obliged to provide the following data:
 - a) first name,
 - b) surname,
 - c) User name
 - d) account password, consisting of at least 8 digits (including at least 1 letter and at least 1 number),
 - e) correct email address,
 - f) choose two security questions from the catalogue, and then providing answers, at least 4 digit long, to the questions selected,
 - g) language preference (Polish, English, German, French or Russian).
2. Having provided all the data, the User confirms the registration by pressing the „Finish” icon. The User account is then activated.
3. In order to log in to the account, the User has to provide the User name and password indicated during the registration process.

V. Technical conditions of access and services

1. Obligatory conditions for correct usage of the CT resources:
 1. Internet connection;
 2. a device that allows Internet access, including the program to browse its resources (web browser);
 3. email account (in case of logged in Users);
 4. acceptance of the provisions of these Regulations.
2. When using the CT, the following is prohibited:
 1. use of viruses, boots, bugs or other computer codes, scripts or programs, which interrupt, destroy, or limit CT or technical infrastructure, or otherwise allow for unauthorized use or access to the technical infrastructure of the system;
 2. use of computer codes, scripts or programs, to facilitate automatic use of services provided by CT.

VI. Permitted use of CT resources. Copyright

1. The User is entitled to use the facilities and resources, which are considered as work within the meaning of the Act of 4 February 1994 on Copyright and Related Rights, located in CT, only for non-commercial use, only for personal use, own research, without the right to publish.
2. The User cannot by any means reproduce, sell, and share or otherwise redistribute the content of CT, in whole or in part, in particular transfer or share CT, in computer systems or networks, or any other ICT systems, publish in commercial or non-commercial publications.
3. The use of CT facilities and resources in a manner inconsistent with the provisions of point 1 and 2 constitutes infringement of Museum copyright.

4. The use of CT facilities and resources in a manner not permitted in point 1 of these Regulations, shall be allowed only with the express consent of the Museum, after purchasing a license.
5. License purchase shall be made by direct order in the Museum Laboratory of Reproduction and Sales (phone: +48 12 619 23 52, email: repro@mhk.pl) and making the payment, according to the pricelist, available at www.mhk.pl.

VII. Privacy Policy

1. Museum is the administrator of the data provided by the User, as defined in Part I, paragraph 3 of the Regulations. Museum takes care of the security of the data shared, preserving and protecting the data from unauthorized access in accordance with the Act of 29 August 1997 on the Protection of Personal Data (journal of Laws of 2002, No. 101, item. 926, as amended) and the regulations implementing the Act.
2. The scope of the personal data provided by users includes only the data indicated in Part IV, section 3 of these Regulations. Data submission is optional, but refusal to provide it will make it impossible for the user to register and log in, and also the objective of data processing.
3. Personal information of CT users is stored and processed using the technical and organizational measures, required by the law, in order to ensure their protection. The data is protected from access and modification by unauthorized persons, in accordance with the internal procedures of the Museum.
4. Museum processes the personal data of the User to the extent necessary for the proper implementation of electronic services. Data provided by the user is processed solely for purposes related to the proper use of the services provided by CT. The data can only be made available under the relevant provisions of law.
5. The User has the right to access his personal data and to make correction, including deletion. The Museum reserves the right to archive emails addressed to the User, and to make use of them in appropriate cases, for evidentiary purposes.
6. The Museum is not responsible for the content and opinions expressed by users in the Portal. The content and opinions are solely owned by users, which they originate from.
7. The Museum reserves the right to send emails to CT users with information about changes in CT.

VIII. Additional information

For further clarification or information related to the Regulations, please contact the Museum (e-mail: cyfrowythesaurus@mhk.pl).

IX. Final provisions

1. These Regulations shall apply from the date of publishing on the Digital Thesaurus website.

2. In matters not covered by these Regulations the applicable law shall be governed, including, in particular, the Act of 4 February 1994 on Copyright and Related Rights and the Law of 23 April 1964 – Civil Code (Journal of Laws of 1964, No. 16, pos. 93, as amended) and the Act of 18 July 2002 on the provision of electronic services (Journal of Laws of 2002, No. 144, item 1204, as amended).
3. The Museum is not responsible for the lack of access to CT.
4. For safety reasons or any other reason, the Museum shall have the right to temporarily suspend access to CT for the period necessary to remove the effects, arising from the circumstances.
5. The Museum is not liable for damages arising in relation with the CT, the use of CT, in relation with the wrongful acts, errors, shortages, disruptions, defects, delays in data transmission, computer virus, line or system failures, or no compliance with the Regulations by the users.
6. The Museum has to right to unilaterally amend the Regulations. Amendments to the Regulations come into force after 7 days of publishing the amended Regulations at CT.
7. The Museum will notify the users about the amendments in the Regulations, by publishing appropriate information at the CT website.
8. As a website, CT may contain links, operated by third parties.
9. The User uses the links to other online resources at his own risk. The Museum does not assume any responsibility for the accuracy, timeliness or completeness of information, contained on the pages that can be accessed through CT.