

Regulations of the Bioarchaeological Laboratory of the Institute of Mediterranean and Oriental Cultures, Polish Academy of Sciences

General regulations

1. The laboratory is located in a building at 72 Nowy Świat Street and is part of the structure of the IMOC PAS.
2. An employee of the Laboratory, hereinafter referred to as the Laboratory Supervisor, appointed by the Director of IMOC PAS is responsible for the organisation of the Laboratory.
3. The laboratory may be used by employees of the IMOC PAS and researchers employed at other national and foreign institutions, independent researchers, as well as PhD students and undergraduates, with the approval of the Laboratory Supervisor. In exceptional cases, the Supervisor may not grant permission.
4. Persons authorised by the Laboratory Supervisor by name must undertake in writing to follow the Regulations (Appendix no. 1).
5. The Laboratory can be used during working hours and under the supervision of the Supervisor after prior training.
6. In exceptional cases, it is possible to issue a permit for independent work in the Laboratory. The permission in writing is issued by the Director of IMOC PAS together with the authorization to collect keys on the basis of an application submitted by the Laboratory Supervisor (Appendix no. 2).

Using the collections

7. The Laboratory includes the following collections:
 - collection of mammal skeletons,
 - collection of bird skeletons,
 - collection of fish skeletons,
 - collection of molluscs shells.
8. The User must agree with the Laboratory Supervisor on the scope of research performed in the Laboratory and comply with the agreements.
9. The User must handle the collection with all care and ensure that elements from different skeletons and labels do not get mixed up.
10. Lack of diligence will result in a limitation of the right to use the laboratory, depending on the degree of non-compliance with the Regulations:
 - the necessity of the use of the laboratory under the supervision of the Laboratory Supervisor,
 - temporary suspension of the right to use the laboratory or
 - revocation of the right to use the laboratory.
11. Collections held in the Laboratory are stationary, and the specimen loan may only take place in an exceptional situation, with the consent of the Laboratory Supervisor, and based on the Specimen Loan Form (Appendix 3).
12. The user of the Laboratory is financially responsible for the loss or destruction of a borrowed specimen. The charge for the loss or destruction of a specimen will be assessed on a case-by-case basis, depending on the value of the specimen. In addition, the loss or destruction of a specimen will

result in a restriction of the right to use the Laboratory, in accordance with paragraph 10 of the Regulations.

13. No equipment may be taken outside the rooms assigned to the Laboratory without the permission of the Laboratory Supervisor.

14. In particular, the User is obliged to:

- compliance with the Regulations and the established order in the Laboratory,
- taking care of the laboratory's property,
- compliance with laboratory working hours,
- compliance with the provisions and rules of health, safety, and fire protection regulations.

Order regulations

15. After finishing the work, the workplace should be tidied up, and the specimens should be returned to their proper place.

16. Any breakdown of equipment or installations should be reported immediately to the Laboratory Supervisor.

17. There is a first aid kit in the corridor equipped with basic and essential pre-medical first aid supplies.

**Zobowiązanie do przestrzegania Regulaminu Laboratorium Bioarcheologicznego IKŚiO PAN /
Commitment to comply with the Regulations of the Bioarchaeological Laboratory of the IMOC PAS**

rok / year

Ja, niżej podpisany, potwierdzam, że zapoznałem się Regulaminem Laboratorium
Bioarcheologicznego IKŚiO PAN i zobowiązuję się do jego przestrzegania /

I, the undersigned, confirm that I have read the Regulations of the Bioarchaeological Laboratory of
the IMOC PAS and undertake to comply with them.

L.p.	Imię i nazwisko / First and last name	Data / Date	Podpis / Signature
1.			
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**WNIOSEK DO DYREKTORA INSTYTUTU
O WYDANIE POZWOLENIA NA SAMODZIELNE KORZYSTANIE Z LABORATORIUM**

**APPLICATION TO THE DIRECTOR OF THE INSTITUTE
FOR PERMISSION FOR THE INDEPENDENT USE OF THE LABORATORY**

Zwracam się z prośbą o wydanie pozwolenia na samodzielne korzystanie z Laboratorium przez Pana/Panią / I request permission for the independent use of the Laboratory by Mr./Ms.

.....,

nr dowodu osobistego lub nr paszportu, kraj jego wydania i data ważności / ID card or passport numer, country of issue and expiry date

.....

zatrudnionemu w/doktorantowi w Szkole Doktorskiej / employed in/a doctoral student at the Doctoral School

w terminie od dnia / within the period fromdo dnia / to

Z poważaniem / Sincerely,

.....

(imię i nazwisko pracownika naukowego/doktoranta / signature of researcher/doctoral student)

.....

(stopień, imię i nazwisko Opiekuna Laboratorium) / (degree, name and surname of Laboratory Supervisor)

.....

(data i podpis Opiekuna Laboratorium / date and signature of Laboratory Supervisor)

Ja, niżej podpisany, potwierdzam, że zapoznałem się Regulaminem Laboratorium Bioarcheologicznego IKŚiO PAN i zobowiązuję się do jego przestrzegania

I, the undersigned, confirm that I have read the Regulations of the Bioarchaeological Laboratory of the IMOC PAS and undertake to comply with them.

.....

(imię i nazwisko pracownika naukowego / doktoranta)

(name and surname of researcher / doctoral student)

.....

(data i podpis pracownika naukowego / doktoranta)

(date and signature of researcher / doctoral student)

.....

(data i podpis Opiekuna Laboratorium)

(date and signature of Laboratory Supervisor)

Druk Wypożyczenia Ekspozatu / Specimen Loan Form

1. Dane wypożyczającego / Data of the hirer:

.....
(imię i nazwisko/ name and surname)

.....
(nazwa i adres instytucji, adres wypożyczającego / name and address of the institution, address of the hirer)

.....
(nazwa i adres instytucji/adres wypożyczającego / name and address of the institution, address of the hirer)

2. Numery inwentarzowe wypożyczanych ekspozatów / Inventory numbers of specimens on loan:

.....
.....

3. Cel wypożyczenia / Purpose of the loan:

.....
.....

3. Miejsce przechowywania wypożyczonych ekspozatów / Place of storage of specimens on loan:

.....
(wskazać miejsce przechowywania: adres, lokalizacja, tel. kontaktowy / indicate place of storage: address, location, contact phone)

Ja, niżej podpisany, zobowiązuję się oddać wymienione powyżej ekspozaty w stanie niezniszczonym i kompletne do dnia / I, the undersigned, undertake to return the above-mentioned specimens in an undamaged condition and complete by the date

.....
(data i podpis wypożyczającego)
(date and signature of the hirer)

.....
(data i podpis Opiekuna Laboratorium)
(date and signature of Laboratory Supervisor)

Uwagi/ Comments:

.....
.....
.....

Potwierdzam zwrot / Confirmation of return

.....
(data i podpis)
(date and signature)

Potwierdzam odbiór / Confirmation of receipt

.....
(data i podpis Opiekuna Laboratorium)
(date and signature of Laboratory Supervisor)