

RULES OF USE

Finnish Labour Archives

Requesting materials:

- The archive materials are public and freely available, except for access restricted materials.
- The use of restricted materials requires applying for a research permit.
- Permit applications are processed within 1–3 days and the granted permit only covers the use stated in the application.

Using the materials in the reading room:

- The instructions for use of the reading room must be followed.
- Archive materials must be handled with care.
- Anyone responsible for causing damage to materials is obliged to compensate for it as prescribed by the Finnish Labour Archives.

References and citations:

- The materials may be quoted and referenced in studies in accordance with good practice.
- Referring to the materials must not injure or degrade the person or the relatives of the person the materials concern.
- When referencing oral history materials, the full names of the narrators must be changed or omitted, unless otherwise agreed with the Commission of Finnish Labour Tradition.
- Citation guidelines can be found at the end of these instructions.

Copying and photographing the materials:

- Unrestricted materials may be copied and photographed for personal use in compliance with the data protection and copyright legislation.
- Restricted materials may not be photographed or copied.

Copying and photographing oral history materials:

- Oral history materials may only be copied and photographed with the permission of the Commission of Finnish Labour Tradition.
- Copying and photography permits and requests for paid copies are handled by Pete Pesonen, Secretary of the Commission of Finnish Labour Tradition (pete.pesonen@tyark.fi, +358 40 455 3198)
- Upon receiving the permission, you will sign an agreement specifying the material to be copied and what the material may be used for.
- Copies may not be passed on to other parties without permission and new copies may not be made.

When publishing, presenting or otherwise using the materials:

- Data protection and copyright legislation and the guidelines of the Finnish Labour Archives must be observed.
- Please note that the publisher is responsible for investigating copyrights and obtaining consent.
- With sensitive information, it must be ensured that names or other personal data are not published.
- The Finnish Labour Archives must be mentioned as the storage location. In case of oral history, it must also be mentioned that the materials belong to the collection of the Commission of Finnish Labour Tradition.

When publishing and presenting oral history, the following must also be taken into account:

- Publication, public presentation and sharing are subject to permission.

- Permissions for publication and presentation are granted by the Commission of Finnish Labour Tradition.
- The consent of the right holders is a prerequisite for granting a permission for publishing and presentation.

CITATION GUIDELINE – ARCHIVE MATERIALS

Citations – method 1: (from specific to general: item name and temporal coverage, storage unit, records creator, archive)

Incoming letters 1929, F7, Forssa Workers' Association, TA.

or

Forssa Workers' Association's Annual Report 1929, D6, TA.

Citations – method 2: (from general to specific: archive, records creator, storage unit, item name and temporal coverage)

TA, Forssa Workers' Association, F7, Incoming letters 1929.

or

TA, D6, Forssa Workers' Association's Annual Report 1929.

Reference list: (from general to specific: archive, records creator, [containers used, document name and date])

Finnish Labor Archives (TA), Helsinki
Forssa Workers' Association

or

Finnish Labor Archives (TA), Helsinki
Forssa Workers' Association
- Annual reports and Plans of Activities 1929–1980 (D6)
- Incoming letters 1926–1947 (F7)

or

Finnish Labor Archives (TA), Helsinki
Forssa Workers' Association
- D6: Annual Reports and Plans of Activities 1929–1980.

CITATION GUIDELINE – ORAL HISTORY

For example, referring to Lasse Dahlroos's memoir "Merikarvialaisen merimiehen muistelmat":

Citations: (The Commission of Finnish Labour Tradition [TMT], storage unit, archival unit, Finnish Labour Archives [TA])

TMT : 396 : 11991 : Finnish Labour Archives (TA).

Reference list: (archive, records creator, [title,] storage unit : archival unit)

Finnish Labor Archives (TA), Helsinki
The Collection of Commission of Finnish Labour Tradition (TMT)
- *Merikarvialaisen merimiehen muistelmat* 396 : 11991