

RABINDRA-BHAVANA

VISVA-BHARATI

RULES GOVERNING ACCESS TO, USE OF, AND REPRODUCTION FROM ARCHIVES, LIBRARY, AND MUSEUM COLLECTIONS. 2026

A. GENERAL POLICY PRINCIPLES

1. Rabindra-Bhavana functions as a custodial, archival, and nodal authority for access to archival, library, and museum collections under Visva-Bharati, including matters related to reproduction, photography, and filming by taking appropriate administrative approval from competent authority for extraordinary cases.
2. The physical integrity, cultural significance, and legal status of original materials shall take precedence over all requests for access, reproduction, or use.
3. All permissions are project-specific, time-bound, non-transferable, and subject to withdrawal in the interest of conservation, security, or institutional policy. No alteration, editing, or reuse beyond approved purpose. User must comply with copyright act, moral rights of creators, donors agreement (if applicable).
4. Access to archival documents is granted to: researchers, scholars, students, cultural and professional institutions, media producers, artists, and general users subject to the approval of the Upacharya, the authority to grant permission to the archives.
5. Access may be restricted for: Fragile materials, copyright-protected works, sensitive or culturally restricted content, un-accessioned or undigitized content.
6. Reproduction allowed only through archive-approved digitisation. Users are not permitted to digitize or photograph originals themselves if otherwise approved.
7. Master preservation files are never supplied to users.
8. Reuse of any previously used material by the same user will require fresh application/ permission against applicable charges.
9. Submission of a complimentary copy of final published work is mandatory.
10. Users bear responsibility for copyright clearance beyond archive holdings. Archives is not responsible for third party claims. Users must indemnify archive against misuse.
11. All applications will be processed by Rabindra-Bhavana in prescribed format. Permission will be granted subject to the approval of the Hon'ble Upacharya.

12. All relevant application forms will be available on the website of Visva-Bharati and also at the reading rooms of the archives/library of Visva-Bharati.

B. ACCESS TO ORIGINAL MATERIALS

13. Original paintings, photographs, manuscripts, and museum objects, including furniture, shall not be issued, loaned, or removed for any purpose—research, publication, exhibition, or otherwise—without the prior written approval of the Hon'ble Upacharya (Vice-Chancellor), Visva-Bharati and to be strictly followed.

14. Decisions regarding access shall be guided by:

- Physical condition of the material.
- Copyright and donor restrictions.
- Conservation and security considerations.

C. REPRODUCTION, DIGITIZATION & USE OF IMAGES

15. Digital reproductions and/or photocopies of archival, library, and museum materials may be supplied to individuals or institutions against prescribed charges, in accordance with rules approved by the Upacharya. This should be strictly followed.

16. A quarterly consolidated report of all reproduction and licensing transactions shall be submitted to the Upacharya by Rabindra-Bhavana.

17. Registered users may take handwritten notes and obtain archival documents and publish scholarly/ literary/scientific/artistic works subject to:

- Adhering to existing rules and proper acknowledgment to Rabindra-Bhavana, Visva-Bharati.
- Compliance with copyright and citation norms.

D. PHOTOGRAPHY, FILMING & VISUAL DOCUMENTATION

18. Rabindra-Bhavana shall act as the nodal authority for processing permission within the campus of Visva-Bharati campus subject to the approval of competent authority and/or committee for:

- Photography
- Videography
- Filming
- Use of archival images

19. Filming activities shall additionally comply with rules framed by the Studio Management Committee.

20. Still photography of houses, gardens, sculptures, and murals is permitted only for academic and non-commercial purposes and requests must be routed through proper channel (HoD, Principal etc.)
21. Videography and photography inside museum galleries and historic houses are prohibited without prior written permission.
22. The use of the following requires explicit approval:
- Flash.
 - Tripods.
 - Specialized or professional cameras and equipment.
 - Detachable lenses, lighting, or accessories.
23. Visva-Bharati reserves the right to refuse, restrict, or withdraw permission for photography or reproduction at any stage.
24. Photography of borrowed objects displayed in temporary exhibitions may be prohibited in accordance with lender conditions.
25. Professional photography undertaken using specialized equipment shall be charged at commercial rates as fixed by the Studio management Committee.
26. Commercial photography or filming within Uttarayana or other heritage areas under Visva-Bharati shall be permitted only with prior written approval from the competent authority.

E. TERMS OF IMAGE LICENSING

27. Use of images from Rabindra-Bhavana and Visva-Bharati collections shall be governed by the following conditions:
- a. Images are licensed for one-time, specified use only.
 - b. Licenses are non-transferable and non-sub-licensable.
 - c. Mandatory credit line: "By courtesy of Rabindra-Bhavana, Visva-Bharati" or "Collection of Visva-Bharati", or equivalent in other languages, as appropriate.
 - d. Images shall not be altered, manipulated, cropped, or colour-modified.
28. Permissions granted for reproduction shall be valid only for the project stated in the application.

F. SKETCHING & COPYING IN MUSEUM SPACES

29. Sketching using pencil, felt-tip pen, ballpoint pen, crayon, pastel, or charcoal is permitted, provided it does not obstruct visitor movement.

30. Use of ink, fountain pens, watercolours, or similar media is prohibited.

31. Copying of works using acrylic or oil paint requires prior approval of Rabindra-Bhavana.

G. CONTEMPORARY DOCUMENTATION

32. Visual documentation created within the last ten years by Rabindra-Bhavana shall be classified as 'Contemporary Documentation' and shall be supplied under separate fee structures.

33. Such materials may be issued to internal applicants of Visva-Bharati for specific purposes, routed through the concerned Head of Department and Principal.

H. ARCHIVES & LIBRARY READING ROOM RULES

34. Manuscripts/ museum holdings should be consulted only within the archives/library reading rooms or consultation rooms.

35. The use of mobile cameras, digital cameras, scanners, pen drives/ any other digital retrieval devices/ hard drives/ any copying device is strictly prohibited.

36. Bags, food items, beverages, and water bottles are not permitted inside reading rooms and must be deposited in lockers. Correct means for using lockers may be dealt with Prof. In-Charge.

37. Original materials must be handled with utmost care. Writing, marking, or placing objects on documents is prohibited.

38. Use of pens is not permitted while consulting original documents.

39. Reproduction shall be permitted only after assessment of the physical condition of the material.

40. Reading room hours:

10:00 a.m.– 5:00 p.m., until further notice. No registration will be allowed and no material will be issued between 1 a.m. to 2 p.m.

41. All applications for internal use of materials shall be forwarded/ countersigned by the HoD/ Head of Institute/ Office and materials may be issued free of Chagares on for specific official purposes including research/ teaching/ publications/ exhibitions/ presentations/ promotion of events and so on. Under no circumstances copies of manuscripts, photographs and museum objects obtained in official capacity can be used by any official for personal use. All applications for obtaining copies of manuscripts, photographs, museum objects of contemporary documents will carry name, designation and employee ID of applicant. Applications will be processed by

Rabindra-Bhavana in prescribed format. Permissions will be granted subject to the approval of the Hon'ble Upacharya.

I.

J. RATE STRUCTURE (SUMMARY)

42. Copies of archival holdings are supplied as: low resolution (reference/ L) and high resolution (print/ H) at the following rates:

- Research / academic/ publication/ scholarly/ Journalistic/literary/ artistic/ cultural use:
Reference (L) ₹50 | Print (H) ₹100 per image
- Digital / electronic publication:
Reference (L) ₹250 | Print (H) ₹500 per image
- Commercial use (guide books/ merchandises/ commercial films and productions/ ticketed exhibitions):
Reference (L) ₹500 | Print (H) ₹1000 per image (permission of the Upacharya will be required for obtaining documents for commercial purposes).

Filming

Rs. 50000 upto 4 hours of shooting at a single zone and Rs. 100000 for more than 4 hours and upto 8 hours at a single zone. Zones: Ashram Core Area, Kala-Bhavana, Sangit Bhavana, Uttarayana, Sriniketan, other Institutes.

Library Material

- Photocopying (up to 30% of book): ₹10 per spread
- Photography (no flash): ₹50 per spread

Audio-Visual Material

- Select audio/video content (archival): ₹400 per second. 1/3rd of entire duration of entire recording can be obtained.

Audio-video content: ₹200 per second.

Archival materials may be provided free of charges, purely for exhibitions and non-commercial purposes if requested, for projects undertaken/supported by the Central and State Government agencies subject to the discretion of the Hon'ble Upacharya. Approval of the Hon'ble Upacharya will be required to provide any images free of charges to any applicant against a specific project.

Archival material requested by the staff/student of Visva-Bharati:

Images under any category requested by various Departments of Visva-Bharati for official use will be provided free of charges if applications are forwarded by the respective Head of Departments/ Principals with proper justification. Prior approval of the Hon'ble Upacharya/ rules approved by him will be applicable in providing images to any internal staff of Visva-Bharati.

K. USER REGISTRATION

43. All users must register prior to accessing archives or library facilities providing the following documents:

Filled in application form.

Copy of valid Govt. issued proof of identity (passport, adhar card, voter ID, driving license).

Copy of first and last two pages of passport (for foreigners).

Copy of valid visa (for foreigners).

Letter of recommendation (optional).

Passport sized photograph.

44. A unique user ID number (valid for one year) shall be issued to each user after scrutiny of documents.

45. Registration fees:

- Indian nationals: ₹1000
- SAARC countries: ₹2000
- Foreign nationals: ₹3000
- Students (excluding PhD scholars): ₹100
- PhD scholars: ₹500

L. MONITORING & ENTRY RECORDS

46. A 'Scholar Entry Register' shall be maintained at Uttarayana Gate, recording entry and exit of archive users.

M. REFUSAL OR WITHDRAWAL OF SERVICES

47. Inappropriate conduct, violation of rules, or misuse of archival materials may result in:

- Immediate withdrawal of access
- Refusal of future permissions
- Any further action deemed necessary by the authority

N. Approved forms for use of archives & library:

Form 1: For seeking admission to archives and library

Form 2: For obtaining reproduction archival material

Form 3: For archival material to be obtained

Form 4: For obtaining archival/library material for internal official use

Form 5: For seeking special permission to obtain archival/library material beyond approved limit.

Form 6: For obtaining audio-visual content

Form 7: For obtaining library material

Form 8: Permission for publications (For internal staff of Visva-Bharati)

All will be approved by the competent authority.

O. Un-digitized/ un-accessioned archival material

Upacharya's approval will be mandatorily required in obtaining and using any Un-digitized/ un-accessioned archival material inaccessible to other users.

P. Internal use of archival materials by the staff of Rabindra-Bhavana.

Staff of Rabindra-Bhavana will be at liberty to consult archival images/ library materials free of charges for any purposes including exhibitions, translations, research, publications, talks, illustrated presentations, promotion of any event, development of projects, preparations of detailed project proposal, reports, social networking, publicity, and so on without obtaining copies of any archival material, prior approval of the Upacharya will be required or the process should adhere to any rules approved by him.

Q. Authorisation

Individuals authorised by registered users may apply for issue of archival images on behalf of the registered users under special circumstances subject to the approval of the Hon'ble Upacharya.

R. Authorities of Rabindra-Bhavana

To settle any dispute regarding any appeal/claim/grievance of any user of the archives/ library of Rabindra-Bhavana.

S. Applications through email

Applications for user registration/ issue of archival materials through email will be accepted under special circumstances. All such applicants will be treated as Temporary Users. However, no research can be conducted by the staff of Rabindra-Bhavana on behalf of any scholar/user for obtaining archival materials.

T. These rules will supersede every other existing rules governing the archives and library of Rabindra-Bhavana. All rules and its implementations will be reviewed by the competent authority (Upacharya) in every six months.

Special Officer: RB

Pro. In-Charge: RB Archves

Director: RB

Registrar

Submitted to the Hon'ble Upacharya (total of 16 pages including forms 1-8) for approval.