

# Reading rooms

## Conditions of access

Archival records are made available to the public 30 years after the date of their origin. In justified cases the head of an Archive can grant permission for access before the end of the required period. Access to material is free of charge. Microfilmed materials will be supplied as reproductions.

Visitors are obliged to accept the Regulations of Reading Room and fill in the application form. Full powers, recommendations or commissions can be demanded in specific cases.

Orders are accomplished on the next day. Some records ordered in the morning for the visitors from outside of Lodz can be fulfilled on the same day, but the earlier phone call or e-mail can be useful.

Charges are collected for the reproduction of archival material.

## Reading rooms

### LODZ

Monday, Wednesday, Thursday, Friday	9.00 - 15.00
Tuesday	9.00 - 18.00

- The reading room at [pl. Wolności 1](#) offers access to microfilms, records of the city of Lodz, iconography and cartography collections.
- The reading room at [al. Kosciuszki 121](#) offers access to the records of the local authorities and state institutions from the territory of the Lodz province, non-microfilmed public register records, judiciary records, records of industrial enterprises, social institutions and organizations, archives of families and land estates and papers of individuals. Here you can get access to the books from our library, too.

### SIERADZ

Monday-Friday	9.00 - 14.30
---------------	--------------

The reading room at [ul. POW 5](#) offers access to [documents of Sieradz Branch](#).

## Holidays

In the first half of July and second half of August reading rooms in Lodz are opened from 9.00 till 15.00.