

*Approved by Decision No 2/1 of Board of Ministry of
Culture & Tourism of the Republic of Azerbaijan dated Aug 03, 2006*

REGULATIONS

On Experts' Commission on issuance of certificate (license) for conducting of expertise of cultural wealth, definition of historical, artistic, scientific value and taking out of republic

I. General provisions

- 1.1. The Experts' Commission (hereinafter "Commission") on issuance of certificate (license) for conducting of expertise, definition of historical, artistic, scientific value and taking out of republic the book and booklets, manuscripts, miniature publications, maps, notes and other printed materials and other cultural wealth was established by order of the Culture & Tourism of the Republic of Azerbaijan in accordance with requirements of Law of the Republic of Azerbaijan "On culture" under the Azerbaijan National Library named after M.F.Akhundov, and conducts full economic activities.
- 1.2. These Regulations define the rules of expertise of printed works, books and manuscripts, being under the activity scope of the Commission, for taking out from the Republic of Azerbaijan.
- 1.3. In its activities the Commission is guided on the Constitution of the Republic of Azerbaijan, decrees and orders of the President of the Republic of Azerbaijan, decisions and resolutions of Council of Ministries of Republic of Azerbaijan, Laws of the Republic of Azerbaijan "On culture", "On library work", other laws of Republic of Azerbaijan, international contracts and conventions, joined by the Republic of Azerbaijan, collegial decisions, orders of and these Regulations of the Ministry of Culture & Tourism of the Republic of Azerbaijan.
- 1.4. The number and structure of Commission members is approved by the Ministry of Culture & Tourism of the Republic of Azerbaijan.
- 1.5. The below given publications and printed works are prohibited for taking out from the Republic of Azerbaijan: ancient manuscripts, publications bound and trimmed with precious metals (gold, silver, platinum) and rare materials (ivory, leather, parchment etc), books, booklets, maps, other publications and printed works (irrespective of place of publication) published till 1920, publications and printed works included in the State Register of National culture property, publications and printed works published in the territory of Azerbaijan till 1960 and not existing in Archive fund of printed works of the country, the title, 3rd and 17th pages of which were deliberately destroyed.

II. The rules on issuance of permission for taking out of cultural wealth from republic.

- 2.1. The legal and natural person applies with an application to Commission for getting the permission for taking out of printed works, books and manuscripts from republic. The list of publications and materials to be taken out from country is to be attached in application in 3 copies. The list should reflect the name of author of the publication, title, place and year of publication, number of pages, availability of pictures, charts and schemes.
- 2.2. The expertise is conducted by commission members without presence of owner of the item. But in necessary cases the owner of item may be called at expertise.
- 2.3. The item is studied thoroughly, its technological features, as well as historical, artistic, scientific importance and cost is defined and finally a decision is taken whether on allowing or not for its removal from republic.

- 2.4. The conclusion of expertise is a base for permitting/refusing on its removal from the Republic of Azerbaijan and in case of refusal the justified reference is issued to citizen.
- 2.5. The Commission evaluates the historical, artistic, scientific importance of the manuscripts and printed works submitted by legal and natural persons and issues reference on it.
- 2.6. The Ministry of Tourism and Culture issues a numerated strict letterhead, a certificate (permission document-license) for the item allowed for removal from the republic.
- 2.7. The Commission adopts a decision on including of publications and printed works not permitted for removal from republic, in the State Register of National culture property, or its purchase for Archive Fund of printed works of the country and delivered to the Ministry of Culture and Tourism of the Republic of Azerbaijan.
- 2.8. The certificate (permission document) is signed by the commission members and approved with seal.
- 2.9. One copy of list of publications and printed works taken out from republic and certificates (permission document) are kept at Commission and rest two are given to applicant (one for submission to customs and other for keeping by self applicant).
- 2.10. The meetings of the Commission are recorded with protocols.
- 2.11. Natural or legal person has to pay certain amount in cash or through bank transfer based on tariff schedule agreed with the Ministry of Culture and Tourism against the conduction of expertise.
- 2.12. The meetings of Commission are held once a week, at the dates fixed beforehand. Whenever required the Commission may have out of turn expertise of cultural wealth based on requests and against the additional payment.
- 2.13. The Commission carries out educational works on rules for taking out of cultural wealth from republic and delivers to buyers through heads of shops dealing with sales of second-hand books, antique publications, book fairs, the rules for taking out of cultural wealth from republic.
- 2.14. The Commission carries out in-situ expertise of books and other printed materials of shops (second hand books and antique) and provides preliminary issuance of certificates (permission document) for its removal from republic.
- 2.15. The Commission makes records of souvenirs and presents prepared and manufactured in mass in modern period and being at sales, maintains the register updated systematically and twice a year, in January and July months informs the Ministry of Culture and Tourism for conveying to the State Customs Committee. Items included in register may be taken out the country without any limitation and certificate (permission document).
- 2.16. The certificate (permission document) is valid for 5 (five) years since the issuance date.
- 2.17. The income gained from expertise are distributed to commission members as honorarium in order established by the Ministry of Culture and Tourism, directed at payment of expertise --related expenses and development of museum.

III. The rules of issuance of certificates (permission documents) by the Commission free of charge and at discounted price.

- 3.1. The Commission carries out free of charge expertise for items presented to official guests based on order, resolution and letters of the Ministry of Culture and Tourism.

IV. The Rules on permission of taken out of cultural wealth from republic in connection with temporary exhibiting, restoration, presentation and international cultural events.

- 4.1. Temporary taking out of manuscripts, printed materials and other cultural wealth of libraries and museum funds with historical, artistic and scientific importance from

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