






Service / Sub-service Information Form

Service Title: Acceptance and Preservation of Loaned Written Resources		Service ID: 10012302000	
Service Type: <input checked="" type="checkbox"/> Government to Citizen Service (G2C) <input type="checkbox"/> Government to Business Service (G2B) <input checked="" type="checkbox"/> Government to Government Service (G2G)			
Service Description: <p>Personal and family collections (including both domestic and foreign records), as well as the acquisition of deposited documents, constitute part of the programs of the National Library and Archives of Iran. For the acceptance and preservation of written materials on deposit, after delivery of the items and issuance of a receipt form, the documents are reviewed, classified, and subject-cataloged. Following the appraisal of their value, they are stored in the organization's deposit vault for a specified period, and the corresponding receipt is provided to the depositor. In case of any damage to the documents, and with the owners' consent regarding restoration or digitization, the costs will be estimated by the Department of Restoration and Preservation in accordance with the archival services tariffs of the Documentation Deputy. Upon payment of the determined amount, the damaged materials will be restored or digitized. Finally, the restored documents are delivered to the deposit vault and kept there until the end of the period specified on the receipt.</p>			
Required Documents: Completion of the relevant form			
Service Details	Average service delivery time:	Case-dependent	
	Service Hours:	8:00 to 16:00	
	Number of Required In-Person Visits	Once	
	Service Fee (Rial) for User	Amount(s) (Rial)	Bank Account Number(s)
		
Service Access Channel	<input type="checkbox"/> Online 		
	<input checked="" type="checkbox"/> Email 		
	<input checked="" type="checkbox"/> Interactive Voice Response (IVR) or Call Center 		
	<input type="checkbox"/> Mobile Phone 		
	<input checked="" type="checkbox"/> Short Message Service (SMS) 		

Service / Sub-Service Acquisition Flowchart (From the Applicant's Perspective)

