

for archival material on the basis of the Regulations for Use of the Archives of the Hamburg Institute for Social Research

§ 1 Right of use

Archival material in the Archives of the Hamburg Institute for Social Research is accessible to all upon application in accordance with the provisions of the Regulations for Use (HISArchBO) and this Information on Use.

§ 2 Type of use

(1) Originals or copies of archival material may be presented for use or supplied as a copy or information on content of records may be given. The type of use shall be decided by the Archives of the Hamburg Institute for Social Research.

(2) Access to originals of archival material for use is restricted to the premises of the Archives of the Hamburg Institute for Social Research. Decisions on exceptions to this rule are made at the discretion of the Archives Director.

§ 3 Conditions for use

(1) Applications for use must be made in writing stating the exact subject and purpose of the intended research.

(2) Permission to use the Archives is granted at the discretion of the Archives of the Hamburg Institute for Social Research. Permission may be subject to conditions or restrictions if Archives staff so decides.

(3) Applicants must affirm in writing upon request by the Archives staff of the Hamburg Institute for Social Research that, in using archival material, they will act in accordance with intellectual property rights and personal rights and respect the legitimate interests of third parties and furthermore acknowledge that they are solely responsible for the consequences of all violations and release the Hamburg Institute for Social Research from any liability for such violations.

(4) A special application must be made if assistants are to be involved in using the Archives. Assistants are to be named in the application and are also subject to the provisions of paragraph 3.

(5) If information obtained from archival material is to be used for subjects or purposes other than those stated in the original application, a new application must be submitted.

§ 4 Due care and attention of users

(1) Users are obliged to ensure that archival material remains in the rooms designated, that records are maintained in the exact order in which they are arranged in the files, and that the material is not damaged, altered, or its condition endangered in any way.

(2) Cameras, bags, briefcases, coats, and similar objects are not permitted in the reading rooms. Permission for the use of typewriters, tape recorders, and other technical equipment must be obtained in advance from the Archives staff. To protect copyright and other intellectual copyright provisions, analogous or digital reproductions of archival material by users are prohibited. Exceptions to this prohibition are at the discretion of the Archives Director.

§ 5 Denial of access

Users who grossly infringe upon the provisions of these Regulations will be denied access to the Archives of the Hamburg Institute for Social Research.

§ 6 Entry into force

These Regulations take effect immediately.

Hamburg: 14 March 2003
Archives of the Hamburg Institute for Social Research