

Use Regulations for Archive Materials from the ZMO Special Collection (as of 1 October 2018, updated on 4 April 2022)

These Use Regulations apply to the Special Collection of the Leibniz Center Modern Orient (ZMO).

§ 2

Archive materials, finding aids, and copies are available for use upon application.

§ 3

The materials are to be used by personal inspection in the ZMO library. In exceptional cases, the librarian can specify other forms of use (for example, borrowing archive materials for exhibition purposes, mailing reproductions, or making reproductions available).

§ 4

Applications for use are to be completed with a precise description of the theme and purpose of the work in the library reading room. Also to be specified: the family name, first name, and address of the applicant or assigning person (if the use is at the behest of a third party).

§ 5

The application for use is decided by the librarian, who can tie the permission to conditions and requirements. There is no legal right to a particular kind, form, or extent of use.

§ 6

The use permit can be limited or denied, among other reasons, if (1) the applicant, when previously using the archive materials, seriously violated the use regulations or did not comply with stipulated conditions or requirements, (2) the state of order of the archive material or agreements with the owners of the archive material requires this, (3) archive materials are not available for institutional reasons or because they are being used otherwise at the same time, (4) the personnel and objective capacities of the ZMO temporarily preclude such use, or (5) the purpose pursued by the use can be achieved in another way, especially by inspecting printed works or other publications or reproductions. The reasons for denying use are to be conveyed in writing.

The user is also obligated to comply with all the rules of using the material and with the conditions and requirements of use. In addition, the user is obligated to comply with copyright and personal rights and other protection-worthy interests of third parties. If requested, the user must provide a written explanation in this context.

§ 7

Archive materials are a valuable cultural asset. They are often one of a kind and irreplaceable. To avoid use damage and loss of substance, use is subject to the following rules:

1. As far as possible, (digital) reproductions will be presented in place of originals. If microfiches are made available, these are to be left in the given sequence. When using technical apparatus, the directions of the reading room personnel are to be followed.
 2. The use of archive documents can be limited or prohibited for conservatorial reasons. The librarian decides on the kind and extent of use.
 3. Archive documents are to be treated with the greatest care. In particular, the state of order of the archive materials must not be altered. No components may be removed or independently added. It is not permitted to place marks or remarks on the archive materials or to obliterate, change, or remove existing marks or remarks. The archive materials are to be returned in the same condition as they were received in.
 4. Opened files may not be stacked on top of each other. It is not permitted to use archive materials as a writing support or to trace them. Every unnecessary mechanical burden, for example supporting elbows or lower arms on the objects or moving one's fingers directly along lines in the materials, is prohibited. When leafing through the pages, they are to be turned carefully and without moistening the fingers.
 5. If questions or difficulties arise in dealing with the archive materials, the librarian is to be consulted.
 6. During work breaks, the archive documents are to be closed to avoid unnecessary exposure to light.
- If a user does not comply with these requirements, he or she can be excluded from use and expelled from the reading room.

§ 8

The user may employ his or her own apparatus (notebook, etc.) if this does not disturb other persons.

§ 9

Specialist personnel are available during opening hours to advise users on use-relevant procedures, inventory, finding aids, and how to deal with archive materials. There is no right to further support.

§ 10

There is no legal right to use archive materials outside of the reading room. The decision on whether materials may be sent and how they may be sent lies with the ZMO.

When sending archive materials, the librarian obligates the recipient to comply with these use regulations. The return of sent archive documents can be demanded for important reasons at any time. Excluded from sending are archive documents subject to use limitations based on their high value, their state of order or preservation, their format, or that for other security or conservatorial reasons are not shippable, or that are frequently used, or that are not yet adequately registered.

§ 11

There is no legal right to borrow archive materials for purposes of publicity, in particular for exhibitions. The decision on lending is made by the ZMO. It shall be determined whether the exhibition purpose can also be fulfilled with reproductions.

A loan contract shall be concluded between the lender and the borrower.

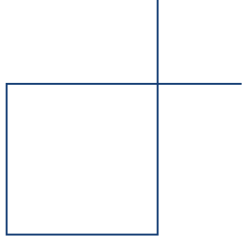
§ 12

For use outside the library, users can prepare reproductions of archive materials that have been released for use without limitation. Reproductions of documents that have not been made available for unlimited use require the librarian's permission. There is no right to reproduce. In particular, there is no right to carry out reproduction in large numbers to the detriment of other users or the operations of the ZMO. Reproduction by means of the user's own apparatus (for example, cell phone camera) is possible, but requires the librarian's permission.

Reproductions may be made or conveyed to third parties only with written permission from the ZMO, only for the stated purpose, and only with an indication of the original's storage site and archive signature and with a note on the publication and reproduction rights to which the ZMO is entitled. The same goes for the use of reproductions for commercial or business purposes.

§ 13

The ZMO charges no fees for the services it provides or for the use of archive materials. The ZMO can stipulate conditions supplementary to these use regulations. These use regulations go into effect on 1 October 2018.



Application to Use Archive Materials from the Special Collection of the ZMO

1. Personal Information

First and Last Name: _____

Employment/Profession: _____

Citizenship: _____

Address: _____

E-Mail: _____

Telephone: _____

2. Use

Topic of Use: _____

Commissioning Party (with address) if the use is not entirely for the individual's own purpose: _____

With Diploma, Master's, State Examination, Doctor & other verification works, please name the **supervising professor:**

I have worked in this archive before in the year _____.

Use purpose: official scientific legal
 private (without publication) journalistic

I agree to the disclosure of my work topic and my name to other users:

yes no

I agree to the ZMO's long-term recording of the personal information in this use application, the information on my use, and the documents I ordered: yes

no

3. Declaration

a) I have taken note of the use regulations and I obligate myself to adhere to their rules. I will take into account the legal protection of copyright and personal rights, as well as the justified interests of third parties; I accept responsibility myself for any violation of such rights.

b) I obligate myself to deliver to the ZMO, unrequested and free of charge, any media work composed or produced with essential use of the ZMO's archival materials, after its publication.

(Date)

(Signature)

4. Provisions

Librarian's permission: _____

Supervisor / Materials: _____

