

User Regulations for Collection and Archive

GENERAL PROVISIONS

- (1) According to the University of Applied Arts Vienna's organisation plan, the institute Collection and Archive is integrated into the Artistic and Scientific Research and Education department.
- (2) The institute's inventory – archive material, collection objects, and finding aids – is intended to assist University staff in teaching, developing the arts and research.
- (3) Approved inventory items are made publicly available for official, scientific, or journalistic purposes and for eligible personal interests.
- (4) All users are obliged to comply with the following provisions as well as the instructions of the Collection and Archive staff.

TERMS OF USE

- (1) Viewing is carried out exclusively in the respective rooms of Collection and Archive, including the storage rooms.
- (2) The time of the viewing must always be agreed in advance.
- (3) All users must fill in a form before starting the research, stating their personal details and the research topic and purpose (thesis, publication, other research, etc.). An official photo ID must be presented.
- (4) Smoking, eating and drinking are prohibited in the rooms of Collection and Archive and use of the cloakroom is mandatory. No liability is accepted for the cloakroom. Bringing in animals onto the premises is prohibited.
- (5) Only pencils may be used as writing implements. The use of technical equipment (photocopiers, notebooks, etc.) requires permission from the staff. The costs of producing copies must be reimbursed.
- (6) Viewing permission may be restricted or denied in accordance with § 9 paragraphs 3 and 4 of the Federal Archives Act.

REPRODUCTIONS

- (1) The making of reproductions in any other form than photocopying (work photos, scans, video recordings, etc.) requires a usage agreement with the Collection and Archive. Reproductions may not be published, reproduced or passed on to third parties without authorisation.
- (2) The "Terms and conditions for the use of images" which can be found on the homepage, apply here.
- (3) Unless otherwise agreed, a fee will be charged for making and using reproductions. The fees are specified in the "List of current fees", which can also be found on the homepage.

SAMPLE COPIES AND REFERENCES

(1) Upon completion of all scientific papers and other publications based on the inventory of Collection and Archive, a printed and bound sample copy must be provided to the institute free of charge and without being requested. Non-printed or electronic publications must also be submitted in printed form.

(2) The inventory items used must be appropriately referenced:

**University of Applied Arts Vienna, Collection and Archive, [specify relevant department],
Inv. No.**

COLLECTION INVENTORY AND ARCHIVE LIBRARY

(1) Archive material, collection objects, and finding aids must be handled with care and protected against damage. In particular, it must be made absolutely sure that the order of individual archive documents is not changed or documents mixed up with other archival materials to preserve the ordering system. Compensation must be paid for any damage or loss.

(2) The Collection and Archive library is a reference library. It is therefore not possible to borrow inventory items from this library.

(3) For the sake of conservation, the use of gloves, protective covers, or copies may be required when viewing items.

COPYRIGHT TERMS

(1) Records or archive documents are released for viewing after the statutory copyright term of 30 years (§ 8 para. 1 Federal Archives Act), in compliance with existing data and privacy protection.

(2) Personnel records of living persons are not generally available. Exemptions from this restriction are only possible with written consent from the individual in question.

RESEARCH FEE

(1) Employees, students, and alumni of the University of Applied Arts Vienna and students, graduands and doctoral candidates from other universities or colleges are exempt from the research fees listed below.

- a. 1-day use: authorised usage on an agreed weekday within a year and production of a total of 5 A4 copies, EUR 5,-
- b. 5-day use: authorised usage on up to five agreed weekdays within a year and production of a total of 10 A4 copies, EUR 10,-
- c. 20-day use: authorised usage on up to 20 agreed weekdays within a year and production of a total of 20 A4 copies, EUR 20,-

(2) Subject to time availability, commissioned research for a fee of EUR 30,- per half hour is offered.