

Terms of Use of the Dieter and Ingeborg Rams Archive

§ 1 Use

The archival records kept in the Dieter and Ingeborg Rams Archive may be used by researchers and journalists, provided that these rules of use do not prohibit this.

§ 2 Nature of use

(1) The use can take place

- a) for journalistic purposes,
- b) for academic research.

(2) The following may be used at the discretion of the archive:

- a) Archival materials in original condition or
- b) reproductions are provided or
- c) information is provided from the archival records.

(3) Users will be given expert archival advice, but there is no entitlement to further assistance, e.g. in reading older texts.

§ 3 Request for use

(1) The use of archival records occurs upon application and after approval by the Dieter and Ingeborg Rams Archive. The user relationship is of a public-law nature.

(2) The user must submit a written application for permission to use the archives. A prerequisite for the use of archive records is the acceptance of these user regulations. Acceptance is expressed by the user's signature on the application for use. By signing the application for use, the user also recognises the rights and interests that are worthy of protection of the Dieter and Ingeborg Rams Archive, as well as the copyright and personal rights worthy of protection of third parties and their interests. By providing his/her signature, he/she confirms that he/she will respect these rights when analysing and using the archive material and that he/she will indemnify the Dieter and Ingeborg Rams Archive against claims of third parties.

(3) The application for use must be made using the form provided. This is obtainable from the Dieter and Ingeborg Rams Archive. The application must be filled in completely and carefully. The Dieter and Ingeborg Rams Archive may ask the user to present an official identity card or passport.

(4) The application for use shall state the surname, first name and address of the user as well as the purpose of use and the subject of the research as precisely as possible. Should the applicant act on behalf of a third party, the name and address of this person or body must also be stated.

(5) Users must state their intention to publish. The user is obliged to provide a specimen of each publication that is significantly attributable to the use of archival records in the Dieter and Ingeborg Rams Archive.

§ 4 Permission to use

(1) Permission to use the archive is granted by the head of the archive or by personnel authorised to sign for the Dieter and Ingeborg Rams Archive. It is restricted to the purpose stated in the application for use and is valid for the current calendar year.

(2) The permission to use the archive may be subject to restrictions or ancillary provisions (e.g. conditions) at any time—also subsequently—or may be withdrawn again for a given reason.

(3) The permit may be restricted or refused if

a) the interests of the Federal Republic of Germany, the federal states, regional authorities or their organisational units which are worthy of protection or the interests of those concerned or third parties which are worthy of protection could be impaired or legal provisions concerning secrecy would be violated,

b) the archival records are needed by the Dieter and Ingeborg Rams Archives or the use of the archival records would endanger their preservation, or

c) an unjustifiable administrative burden would arise, or

d) agreements with current or former owners are opposed.

(4) The permission to use the archives may also be restricted or refused for other important reasons, in particular if

a) the interests of the city, the owner, or the donor of an estate could be violated,

b) the applicant does not guarantee compliance with the archive terms and conditions, or repeatedly or seriously violates them, or does not comply with requirements imposed,

c) the state of the archive records does not permit their use,

d) the archive records are required for official purposes, in the context of indexing work or because they are being used for other purposes at the same time,

e) the purpose of use can be achieved otherwise, in particular by consultation of printed works or reproductions.

(5) The permission to use the library may be revoked, in particular if

a) information given in the application for use is not or no longer correct,

b) reasons subsequently become known which would have led to the refusal of use,

c) the user violates the archive regulations or does not comply with conditions imposed on him/her,

d) the user does not respect copyrights and personal rights as well as the interests of third parties worthy of protection.

§ 5 Use and presentation of archival materials

(1) Any use of archive material must take place in the workrooms designated for this purpose. Unauthorised removal of archive material from these rooms is prohibited. Access to the storage areas is prohibited to users.

(2) Archive material shall be handled with care and returned in the same order and condition as it was received, at the end of the respective opening hours at the latest. It is prohibited to change the order of the documents, to remove parts of the archival materials, to redraw faded areas, to add notes to the archival materials or to erase existing ones, as well as to use archival materials as writing or tracing material.

(3) If the user notices damage to the archive records, he/she shall report this immediately to the archive staff. If the preserved volume, document, model, graphic, etc. is in a poor state of preservation or exhibits other problems such as disruptions in the sequence or even incompleteness, the user is requested to inform the archive staff.

(4) The volumes of the library cannot be borrowed. They are to be viewed in the intended archive rooms and returned to their place after use without being requested to do so.

(5) The Dieter and Ingeborg Rams Archive may limit the extent of the archival material to be presented simultaneously as well as the time for which it may be made available for use.

§ 6 Reproductions, editions

(1) Copies or other reproductions of the archival records provided may be made to a limited extent at a charge to the user, depending on the state of preservation of the archival records. Reproductions may not be passed on to third parties.

(2) The reproduction of archival documents in publications, including on the internet or other data networks, is only permitted with special authorisation for the approved purpose in return for a publication fee and with citation of the source (archive, signature as a minimum). The permission granted shall be limited to one-time use unless otherwise contractually agreed in writing. Any use other than that stipulated in the contract is not permitted. Changes, adaptations and other modifications of provided data shall be marked with a change notice in the source reference.

(3) Permission must be obtained in advance for the use of electronic copying equipment.

(4) When evaluating documents and information, the copyrights and personal rights of the Dieter and Ingeborg Rams Archive, the donors of estates, the owners of deposits and third parties as well as their interests worthy of protection shall be protected.

(5) The editing of archival materials is subject to the consent of the copyright holders.

§ 7 Specimen copies

(1) The archive user pledges to provide the archive, free of charge and without being asked, with a specimen copy of his or her publication (articles, exhibition catalogues, individual publications, etc.), for the writing of which archive material was used or in which such material is cited, immediately after publication of the printed work. This shall also apply correspondingly to scientific, academic works and manuscripts.

(2) If the work is based only to a minor extent on archive material of the Dieter and Ingeborg Rams Archive, the user shall notify the Dieter and Ingeborg Rams Archive of the printing with the precise bibliographical details and provide copies of the relevant pages free of charge.

§ 8 Expenses of use

(1) The use of the archive is free of charge.

(2) Any material costs incurred (e.g. for reproductions), special services or publication fees shall be charged in accordance with the cost regulations of the Dieter and Ingeborg Rams Archive, unless otherwise stipulated.

§ 9 Liability

(1) The user shall be liable for any loss or damage caused by him/her to the archival materials provided as well as for any other damage caused during the use of the Dieter and Ingeborg Rams Archive. This shall not apply if the user proves that he/she is not at fault.

(2) The user shall be liable for all infringements of the copyright and personal rights of the Dieter and Ingeborg Rams Archive or third parties caused by him/her.

Kronberg, the 1.11.2023