

Archive and Library Regulations at the VWI

§1 General Information

The Archive and Library at the VWI are primarily intended for academic research and dissemination activities of the institute. The collections and materials can moreover be used for other information or documentation purposes as long as these inhibit these primary functions.

§2 Terms of Use

(1) In making use of the archive and its services, the conditions set out in the archive respectively library regulations become binding. The regulations can be viewed at any time upon request.

(2) The VWI's archive and library are open to the general public. Use of the collections is possible on site in the institute's reading room.

(3) Up to 5 items from the archives' collections and up to 10 items from the library's collection may be viewed at one time in the reading room. The user is required to complete a form. The materials requested are to be treated with care and to be returned complete and in impeccable condition, and in the case of archival materials in their original order.

(3a) The reproduction of archival materials is subject to special regulations and will be provided only by the staff. Reproductions of media from the library are permitted in the framework of § 42UrhG (1,2).

(4) All potentially disruptive behaviour is prohibited in the reading room of the VWI. Smoking, eating, and drink containers without seals as well as the use of mobile phones are prohibited.

(5) Bags, backpacks, coats, jackets, hats, umbrellas etc. are without exception to be deposited in the cloak room. The VWI is not liable for personal belongings deposited in or brought to the institute.

(6) Users may have access to a PC for the purposes of research. Manipulation of the hardware and changes to the system or network configurations are not permitted. Users may also make use of the wireless internet connection. Users accept personal responsibility especially for matters of copyright law, criminal law, and data protection laws. Sites glorifying violence or with pornographic or racist content may not be called up.

(7) In emergency situations (especially in case of fire or terror alarm activation), users must unconditionally follow the directions of the staff.

(8) These regulations are immediately effective!