

**Rules for the use of the record office of the
Archives and Museum Foundation of the UEM**
on the basis of the rules of the Evangelical Church in Rhineland
for the use of church-owned archives dated 29.10.92

**Section 1
Right of use**

- 1) The record office of the *Archives and Museum Foundation of the UEM* upon application is available for use to church corporations, institutions, offices and other public institutions as well as to natural and corporate bodies.
- 2) The use may be granted to natural and corporate bodies who can prove a justified interest, especially an interest concerning church-, scientific-, legal matters or matters of family history.

**Section 2
Varieties of use**

- 1) The use may be effected
 - a) by personal consultation at the record office itself (section 10),
 - b) by written or verbal inquiries (section 11),
 - c) by order of reproduction of archives (section 12),
 - d) by dispatch of archives (books, photos, slides, no documents) for consultation on a different site (section 13)
 - e) by borrowing of archives (no documents) for exhibition purposes (section 14).

Generally the use is effected by personal consultation at the record office itself.

**Section 3
Application for use**

- 1) The archives may be used after approval of the written application through the management of the record office. The application must include data concerning the applicant and, as the case may be, concerning his/her employer, concerning the object of research and the purpose of use.
- 2) Persons intending to use the archives have to show their identity card on request.
- 3) For each object of research a different written application has to made.

- 4) If the applicant wishes to employ other persons as auxiliaries or delegates during his/her work, each of these has to fill in a separate application. He/she cannot claim to be supported in the use of the archives.
- 5) With his application the applicant engages himself to follow the rules of use and to observe copyrights and rights of personality, especially the law of data protection and other matters of third parties worth to be protected, and to accept responsibility in case of infringement of these rules and rights.
- 6) The permission of use, especially in case of publication of archives in which matters of third parties worth to be protected are affected can be made dependent on the agreement of the person concerned or his/her assign. The applicant must provide such agreement.
- 7) The applicant engages to make available to the record office one author's copy immediately after its completion, unasked and free of charge of each publication that has been drawn up by making use of archives of the record office. Publication is permitted after approval by the *Archives and Museum Foundation of the UEM* only with indication of source.

**Section 4
Permission of use**

- 1) The application for use is decided upon by the record office managers mentioned under section 3. Permission of use may be given verbally or in writing.
- 2) Once permission of use has been given, it has to be recorded in writing which archives have been submitted and, as the case may be, under which conditions. The permission of use gives no reason for a claim of consulting subject indices (books or card indices) or other means for the exploitation of archives.

Section 5

Restrictions to use

1. Even if there is a justified interest permission of use has to be denied when the aim pursued by the use can be achieved by consultation of reproductions, impressions and other publications.
2. Relevant documents of the personnel files are treated like general archives. For deposits depository contracts apply.
3. Archives can be excluded from use, if their state of preservation is endangered or if their evaluation could be detrimental for the *Archives and Museum Foundation of the UEM* or third parties (data protection).

Section 6

Periods of closure

The period of closure of archives - disregarding published material - is 30 years. For personnel files the period of closure is 30 years after date of death resp. 100 years after date of birth.

Section 7

Withdrawal of permission of use

Permission of use can be withdrawn if:

- 1) the data on the application form are not or no longer correct,
- 2) subsequently reasons become known which should have led to a denial of use.
- 3) the conditions are not fulfilled,
- 4) the borrower offends against the rules of use,
- 5) it becomes known that the borrower violates copyrights and rights of personality, especially the law of data protection and the matters of third parties worth to be protected.

Section 8

Fees and expenses

Fees and expenses for the use of the record office shall be charged according to the tariff of the record office in the version effective.

Section 9

Use of foreign archives

For the use of archives which are sent by other record offices and institutions the same rules apply as for archives of the *Archives and Museum Foundation of the UEM*, unless different conditions have been made by the sending record office. The cost for the consignment and other fees incurring have to be borne by the borrower.

Section 10

Personal consultation of the record office

- 1) Archives, subject indices and books may be used only in the room designed for this purpose and at fixed times under supervision. The taking along of books and photo prints is subject to prior approval by the archivist. Borrowing is possible only in case that several copies are available. Borrowed archives can only be taken abroad after written approval by the record office management.
- 2) The archives, subject indices and books have to be treated with care. Any endangering or alteration of the existing condition must be avoided (e.g. additions, deletions, erasures, underlinings, annotations, changing of sequence of single leaves or parts of these, removing of envelopes, seals, prints or stamps and the like). It is also inadmissible to moisten the fingers before turning the pages, or to follow the lines with a finger while reading. Original photos from the archives of photos/slides may only be touched with gloves. In case that the borrower discovers damage, loss, discrepancies or documents incorrectly inserted, he/she must inform the person in charge with supervision.

Technical means of the record office is available to the borrower, as far as a normal flow of work is guaranteed. There is no right of claiming for the use of such means. The borrower may employ his/her own technical means after approval only.

Section 11

Written and verbal inquiries

- 1) The archivists give advice and information, as far as the normal flow of work is not affected. The exact subject and purpose must be mentioned in the inquiry.

Section 12 Reproduction of archives

1. Within the scope of use the borrower may at his/her own expense have reproductions made from archives that are made available without restriction for use within the technical and personal possibilities of the record office. The archivists decide whether reproductions are feasible and by which procedure. Rapid copies may be produced by the borrower him-/herself upon special approval and in case that the archives are suitable. The production of copies or excerpts from archives is possible once the permission of use is given.
2. There is no right of claim for the preparation of reproductions. The permission of preparation of reproductions does not include cession of the negatives.
3. Reproductions of complete archive units are not admissible.
4. The reproductions handed out may only be published, duplicated or submitted to third parties after permission by the archivists. In case of publication and duplication the archives and the catalogue number of the original must be indicated.
5. A further use of the reproductions for another than the scientific project applied for is subject to explicit approval.

Section 13 Dispatch of archives

1. For use by persons and corporations archives may only be dispatched in reasonable exceptional cases and exclusively to foreign record offices under full-time administration.
The use of the dispatched archives is subject to the directions of these rules.
2. The following archives are excluded from dispatch:-
 - archives which due to their high value, their state of orderliness and preservation, their format or due to other reasons of conservation or safety are not fit for dispatch,
 - archives which are often used, or
 - whose registration has not yet been concluded. Preparation of reproductions from archives dispatched is subject to approval of the dispatching record office.

Section 14 Borrowing of archives for exhibitions

For public relations purposes, especially for exhibitions, archives may be borrowed under certain conditions for a limited period of time. A lending contract has to be concluded between the lending and the borrowing party. This contract is subject to approval of the record office manager.

Section 15 Effective date

1. These rules come into force on 01.04.1998.
2. Besides, such rules of use of the Evangelical Church in Rhineland are valid as may from time to time be in force.