

RULES AND REGULATIONS

Archive of the Centre of East European Studies at the University of Bremen (Forschungsstelle Osteuropa – FSO)

General Rules

1. By signing this document, the User agrees to observe the rules and regulations set out herein and accepts liability for all damages and disadvantages to the Archive of the FSO arising from the User's breach of these rules and regulations. The Rules and Regulations form part of the Contract of Use.
2. Prior to using the Archive, the User is to submit a preliminary request to access archival materials in the Archive of the FSO at least four weeks before the intended visit to the Archive. This can be done by emailing the relevant archive department. Due to limited space at the Archive, the appointment for the intended visit must be confirmed by the archivist in charge of the relevant department.
3. An *access application* must be completed and signed together with the Rules and Regulations prior to use of and access to archival materials.
4. Every User must sign the available user log every day for the duration of his/her work in the Archive of the FSO. The User's name and project must also be added to the access list for the individual archive boxes or files. Should the User have any concerns regarding data protection, he/she can arrange with archive staff for these details to be anonymised.
5. User data are collected and stored electronically. The Archive of the FSO may not share the data externally without the permission of the User.

Use of the Archive and Library Facilities

6. Coats and bags may not be taken into the Archive reading room or to the Library workspaces; they must be left in the cloakroom or secured in the lockers provided for this purpose. The Archive of the FSO does not accept liability for items placed there or any valuables the User brings with him/her.
7. Eating and drinking is not allowed in the Archive reading room and the areas of the Library open to the public. Smoking is strictly prohibited.
8. The instructions of the staff must be followed at all times. Instructions of the staff of the Archive reading room, the Library and the individual departments of the FSO must also be followed beyond these Rules and Regulations.

Access to and Use of Archival Materials

9. There is no legal entitlement to use. Access can be denied if the acquisitions agreement between the FSO and the donor contains access restrictions. Generally, the User must seek permission for use from the copyright holder. Use of certain archival materials can be restricted or prohibited for legal reasons, for conservation, or for other reasons.
10. The User may only use the archival materials and archival tools for the purposes for which he/she signed the access application. Should the User wish to use archival materials for other topics or projects, a new access application must be submitted.
11. Permission to access archival materials does NOT imply the right to publish them (see the Rules on Reproduction, Publication and Use).

Obligation to Exercise Due Care in Using Archive and Library Materials

12. The archival materials and books must be treated with the greatest possible care. The User must report any damage or defects immediately. If damage or defects are not reported, it will be assumed that the User received the materials in perfect condition.
13. It is forbidden to remove archival materials from the reading room/working rooms. When using archival materials, the User is only permitted to use a pencil or laptop. Writing in and on the archival materials and resting books or other materials on them is strictly prohibited. The same rules for archival materials apply to books from estates.
14. No changes may be made to the ordering, packaging or labelling of the archival materials. The archival materials are to be returned in the order in which they were found.
15. During use, only one folder may be open at a time; each folder must be closed immediately after viewing and placed in the archive box provided for that purpose.
16. The User is liable for any damage to or loss of materials arising during their use, i.e. between their issue and their return.
17. The Archive of the FSO reserves the right to forbid the use of technological tools (scanners, recording devices and similar equipment).

Rules on Reproduction, Publication and Use of Information from Archival Materials

18. In the course of research, it is permitted to photograph archival materials without use of a flash for research purposes and to retain a personal copy. These personal copies may NOT be shared with third parties. Their publication is also forbidden.
19. Any publication in print, on electronic data media, in data networks or on social media platforms (facebook, Instagram etc.) beyond the use of written citation in scholarly works requires approval by the Archive of the FSO as the owner of the materials. Adaptation and translation are also considered publication. Permission to publish must be sought via an application for permission to publish submitted to the relevant department of the Archive of the FSO and can be declined by the Archive (see point 23).
20. The reproduction of archival materials is generally only possible to a limited extent. It is generally not permitted to produce whole copies of completed or sizeable works or correspondence. This also applies for archival materials in digital format. The directors of the FSO will decide in individual exceptional cases, e.g. in the case of substantial edition or exhibition projects.
21. Publication of images comprising archival materials, either in whole or as excerpts, always requires approval by the Archive of the FSO, even if such images were produced by the User him-/herself.
22. Pre-existing rights are not affected by approval for publication by the Archive of the FSO. In the case of archival materials protected by copyright (usually applicable until 70 years after the author's death), the application for permission to publish must be accompanied by the written consent of the authorised person (the copyright holder, his/her legal successor or other rights holder). The User accepts re-

sponsibility and sole liability for the observation of copyright and personality rights (the latter within the framework of German *Persönlichkeitsrechte*).

23. Permission to publish archival materials can be withheld if forbidden by the acquisition agreement or if publication is counter to the interests of the FSO. In particular, the Archive can refuse permission to publish if the Archive of the FSO or its academic staff are planning or have begun publication themselves. This also includes scholarly use as part of the FSO's own projects or joint projects with other bodies.
24. Each use must be accompanied by citation of the source "Archiv der Forschungsstelle Osteuropa an der Universität Bremen". The source must be cited at least once and without abbreviation. In the case of scholarly publications, the entire shelf mark of the archival material must be cited. The institution (FSO), department and inventory number must also be cited, e.g. FSO 01-096, followed by box or folder and folio number in accordance with their indexing.
25. The User agrees to make the Archive of the FSO aware of the results of his/her work and to submit a copy in the event of publication. If the publication only contains brief quotations from the archival material used, a detailed bibliographical report to the FSO archive staff will suffice.

Exclusion from the Library

26. If a User seriously or repeatedly breaches the Rules and Regulations or special circumstances have rendered continued use intolerable, the User can be temporarily or permanently excluded from using the Archive by the Archive staff.
27. Withdrawal of usage rights is with immediate effect. All obligations of the User as part of the conditions of use remain in effect after withdrawal of usage rights however.

Final Provisions

Subsidiary agreements must be made in writing. Pursuant to the decision of the Director of the FSO, the Rules and Regulations enter into force as of 01.10.2019 and nullify earlier Rules and Regulations. The place of jurisdiction is Bremen.

I confirm that I am aware of the Rules and Regulations of the Archive of the Centre for East European Studies and agree to observe said Rules and Regulations. In the case of a breach of these Rules and Regulations, the Archive of the FSO reserves the right to exclude the User from further use. The Archive of the FSO reserves the right to bring other claims, especially claims for damages. I am liable in the event of breach of the Rules and Regulations.

Place, date

Signature