

Application to use the Picture Archive at the German Historical Museum (DHM) Foundation

A. User's details

1. First name and family name:
2. Address:
3. Name and address of customer (if use is not exclusively on the user's behalf), in the case of doctoral thesis, examiner's name and address:
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.....
4. Purpose and subject matter of use (precise topic)
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.....

B. Declarations by the user

5. I hereby represent that I will abide by the rules of use for the DHM Picture Archive. I have received these rules together with this application.
6. I particularly declare that in the evaluation of findings from the archive which are no older than 60 years, I will observe the copyright and personal rights as well as the protection of justified third-party interests and that I will be liable for the violation of such rights.
7. I undertake to send to the DHM free of charge a copy (if no publication is foreseen) or a print (immediately after publication) of works which were compiled using museum objects of the DHM.
8. I hereby declare that any working photos taken by me will only be used for documentation purposes. Any publication is hereby ruled out.

Berlin,

.....
(Signature)

Rules of Use for the Picture Archive of the German Historical Museum (DHM)



Unless non-public or official matters or third-party rights require otherwise, the inventories of the DHM are available for official and private research subject to the following terms and conditions:

1. An application must be submitted for a use permit. The purpose and subject matter of the research must be stated in detail. The DHM decides on the application for use. Approval for use is in each case valid only for the current calendar year and only for the purpose stated. Excluded from use are museum objects, archived materials, finding aids and books,

- a) which are needed for official purposes,
- b) where their order and condition could be threatened by use.

In as far as use affects personality rights, use before expiration of a 30-year period following the death of the person in question is subject to special approval.

Use for official and scientific purposes is free of charge.

The use permit can be revoked at any time with immediate effect, especially in the case of violations of the rules of use.

2. The Archive can only be used in certain rooms of the DHM during opening hours. Museum objects, finding aids and books of the DHM may not be removed from these rooms.

Opening hours of the Picture Archive: Mon. - Thurs. 9am to 4.30pm, Fri. 9am to 1pm, visits by appointment only

No smoking, eating or drinking is permitted in the rooms.

3. Each user will be assigned an advisory assistant. The user must forward all questions regarding use to the advisory assistant or to supervisory staff. However, the user does not have any claim for support during the user's research work.

4. Users are obliged to handle the museum objects, finding aids and books with due care and, especially, to ensure careful maintenance of the order. Records may only be made using a pencil. In exceptional cases (and where technically possible) a laptop may also be used. The museum objects presented must be returned in the same order and in the same condition in which they were handed out. Any irregularities or damage must be reported. It is forbidden to attach notes, lines or signs of any kind whatsoever or to use chemical agents.

5. If users wish to consult ancillary staff or officers for their work, such persons must also submit an application for use. Any use of the user's own typewriters or dictaphones is subject to special approval.

6. After work has finished for the day, the workplaces must be cleared and the museum objects, finding aids and books provided must be returned to supervisory staff. Some of the museum objects made available can be kept ready for further use; if this work does not resume within 14 days, the objects will be returned to the stack room.

7. The user can take low resolution, no-flash working photos of selected picture inventories. Such photos serve only to document research and may not be published under any circumstances whatsoever.

Staff at the Picture Archive will produce printable picture material. The provision of files and their publication are subject to a fee. Prior to any publication (print or other form of reproduction) using objects and/or files of the DHM, at least one copy of the publication must be immediately sent at the time of publication to DHM/Library free of charge and without the need for any express request to this effect.