



# Jüdisches Museum Berlin

Zwei Jahrtausende Deutsch-Jüdische Geschichte

## **Rules and conditions for using the archives of the Leo Baeck Institute / Jewish Museum Berlin and for using the Jewish Museum Berlin library**

### **§ 1 Eligibility**

1) Any person wishing to use material from the archives of the Leo Baeck Institute / Jewish Museum Berlin (LBI/JMB) or from the library of the Jewish Museum Berlin must submit an application in writing. A user's actual visit to the archives and/or library may not take place until authorization has been granted and unless an appointment has been made with the LBI/JMB archives or with the library of the JMB.

2) The following information must be provided in the application:

1. full name and address of applicant;
2. full name and address of client, if use is being sought on behalf of a third party;
3. project or topic of research, scope (period of time and subject);
4. purpose of use. In the case of use for academic research, state type of work planned and name of institution involved; for student research and examination preparation state name of university and name of supervisor.
5. description of requested archival material, if possible;
6. publication intentions.

3) Authorization to use the LBI/JMB archives and/or the JMB library will be granted either in writing or orally. An authorization covers only the project specified in the application and the stated purpose of use. Certain additional conditions may apply.

4) Users must be able to provide identification when requested to do so.

### **§ 2 Use in the reading room**

1) After having been given instructions by archives or library staff, users will be handed archival or library material in original or copy form in the reading room of the LBI/JMB during its regular opening hours.

2) Users undertake not to remove the material handed to them from the premises of use, to respect the internal order of archival material and to treat all material with great care so as to avoid damaging or altering the material or



posing any risk to its condition. Removal of any part of archival or library material (sheets, slips of paper, seals, stamps etc.) is prohibited, as is the addition of slips of paper (adhesive labels) or underlinings, notes or any other marks. Archival material and books may not be used as underlays for tracing.

3) Coats and bags must be left in lockers. Use of technical equipment (computers, dictating machines, magnifying glasses with lamps, etc.) is subject to separate authorization.

4) LBI/JMB staff reserve the right to inspect users' folders, bags and other carrying cases.

### **§ 3 Copies and reproductions**

1) Use of archival or library material does not include the automatic right to have copies made. Copies will be made only if there is no risk of damage to the material and if the format of the material is suitable for copying purposes. LBI/JMB staff alone shall decide on suitable reproduction methods.

2) Copies of archival material will be made only within the scope of the LBI/JMB's technical and human resources and by LBI/JMB staff only.

3) No more than 1/3 of any manuscript may be copied. The reproduction of certain items may require the written authorization of the donor or author of the document.

4) Copies of any LBI/JMB archival material may be published, duplicated or given to third parties only with the authorization of the archives and only in connection with the stated purpose. Any use must include the name of the LBI/JMB archives, the shelf mark of the material and a notice stating the publication and reproduction rights of the LBI/JMB archives.

### **§ 4 Restrictions, refusal or revocation of authorization**

Authorization to use material from the LBI/JMB archives may be refused in the following cases:

1) if the interests of the Leo Baeck Institute and/or the Jewish Museum Berlin are at risk of being violated;



- 2) if copyrights or personal rights of third parties or any other third-party interests which may warrant protection are violated;
- 3) if the condition of the archival material is at risk;
- 4) if there are official reasons for archival material being unavailable or if another user is using the material at the same time;
- 5) if a user has violated these rules and conditions or failed to comply with any additional conditions which may have been imposed.

#### **§ 5 Loans**

- 1) Under certain conditions, archival or library material may be loaned for public relations purposes, and particularly for exhibitions. Archival and library material may not be loaned to private individuals; these persons may use the material in the reading room only.
- 2) Archival or library material will be loaned for exhibitions only if the purpose of the exhibition cannot be achieved by using reproductions and if adequate protection for the material is guaranteed.
- 3) Archival or library material which is out on loan may be called back at any time for official reasons.
- 4) If archival or library material is to be loaned, a loan agreement shall be concluded between the LBI/JMB archives and/or the JMB library and the borrower.

#### **§ 6 Waiting periods**

- 1) Unless otherwise agreed, archival material which at the time of its creation was not intended for publication shall be unavailable for use for a period of 30 years from the date of its creation. Individual exceptions may be made at the discretion of the LBI/JMB archives.
- 2) Unless otherwise agreed, archival material relating to a natural person may not be used by third parties until ten years after the death of the person concerned. If the date of death is not known, the waiting period shall end 90 years after the person's birth. If the date of birth is also unknown, the waiting



period shall end 70 years after the creation of the material. Exceptions shall require the approval of the person's relatives.

### **§ 7 Complimentary copy**

Users shall provide the LBI/JMB archives with a complimentary copy of any publication involving significant use of any LBI/JMB archival material. This applies to monographs as well as to contributions to anthologies, catalogues, journals and newspapers. Complimentary copies of any unpublished material – dissertations, papers, documentations, etc. – must also be provided. Unless the user gives his/her approval, the complimentary copies so provided will not be used by the LBI/JMB archives for purposes other than the development of the archives; they will not be made available to third parties.