

## **Terms of Use of the Joseph Beuys Archive and the Museum Library of the Museum Schloss Moyland Foundation**

### **§ 1 Place and Time of Use**

You may only consult finding aids, archive material and library material in the reading room of the Joseph Beuys Archive and the library. Documents may only be removed from the reading room with prior permission.

### **§ 2 Working in the Reading Room**

1. You may use personal technical equipment (e.g. computer, reading magnifier) in the reading room if this does not endanger the archive material and does not impair the operation of the reading room.

Please take your personal belongings with you when you leave the reading room.

The Museum Schloss Moyland Foundation is not liable for items brought in or left here.

The archive's academic library is a reference library. For the submission of books from this library, the regulations for the submission of archive material apply accordingly. Research is carried out via an OPAC.

2. The reading room must be as quiet as possible so that all users can work undisturbed. Loud conversation and phone calls are not permitted. Any electronic devices brought in (cell phone, laptop, etc.) must be muted.
3. Please do not take your jacket or coat into the reading room.
4. Smoking, eating and drinking are not permitted in the reading room.
5. Please follow the instructions of the archive staff. They may, for example, prohibit you from bringing certain items into the reading room.

In order to protect the archive material, the reading room can be video-monitored in accordance with § 4 of the Federal Data Protection Act.

### **§ 3 Provision**

1. As a general rule, a maximum of 15 archival records are issued for inspection at the same time.
2. If possible, please only use archive materials on the day they are collected. The archive staff will put archived items on hold for you for a limited period of time.
3. Please inform the archive staff when archive items can be returned to the stacks.

4. In consideration of service operations, room conditions and other users, only a limited number of archive materials and books can be issued to one user at a time. There is no entitlement to the presentation of specific archive items at a specific time.
5. The reference library in the reading room is at your disposal. Please return any books you have taken out to the return table. Only employees have access to the archive's reference library.

#### **§ 4 Usage**

1. You have no right to the presentation of original documents. If reproductions are available for use, you will only receive the original documents if this has been approved by the archive management.
2. Damaged archive material and/or archive material that is seriously endangered during use will generally not be presented. In justified exceptional cases, the archive management may authorize you to inspect the material subject to special conditions.

For space reasons, the number of files issued in the reading room is limited to 15 archival documents per user. Exceptions to the number of documents to be retrieved and submitted are only possible by prior arrangement and for particularly valid reasons.

3. Please always handle the archive material with great care. You must not
  - change the order of the archive records,
  - remove parts of the archive material such as sheets, slips of paper, envelopes, seals, stamp impressions and stamps or,
  - use archive material as a writing or copying document.

In particular, you may not make any handwritten notes on the archive records or erase existing notes.

4. Please only use pencils for your own handwritten notes. The archive staff will be happy to provide you with these if necessary.
5. Please mark the documents that are to be reproduced by noting the signatures on a separate sheet of paper.
6. Books and archive materials may not be marked with annotations or notes. Self-adhesive markers may not be used. Colored paper may not be used.
7. Please place the archive material on the table top, unless special devices need to be used.

You may not,

- hold the archive material in your hands while reading,
- lean the archive material with its back against the edge of the table,
- rely on the archive material or
- moisten your finger to turn the page.

8. Please open bound archive materials carefully and do not place them open with the spine facing upwards.
9. Please inform the reading room supervisor if you notice any damage or irregularities (e.g. missing pages) in the archive material.

Photographic reproductions may only be made with permission of the archive management. Their type and number must be listed on another form available from the reading room supervisor and deposited with them after use.

A fee will be charged for the work involved in supervising the reading room (instruction, supervision and monitoring). The use of flashlights is not permitted. Documents may not be bent or placed on the floor. The copyright and personal rights regulations must be observed by each user independently.

10. Please pack the archive material properly in the correct order after use. Take care to ensure that no damage occurs in the process.
11. The regulations made for the use of archive records apply accordingly to the use of finding aids, other aids, reproductions and library records.

The users themselves are responsible for complying with data protection, copyright and personal rights requirements when handling archive records.

#### **§ 5 Possible consequences of violating the reading room/user regulations**

The right to use the reading room may be restricted, denied or withdrawn in the event of violations of the reading room regulations or other local regulations.

#### **§ 6 Usage of Research Results**

1. The user's research results may only be used for the purpose stated in the application for use. Any subsequent change or extension of the purpose requires a new application for use or the approval of the archive management.
2. When publishing research results for which archive documents from the Joseph Beuys Archive were used, the archive and the signature of the document must be acknowledged as the source as follows:

„Joseph Beuys Archive/Museum Schloss Moyland Foundation  
signature/inventory-number: (as indicated in each case)

3. Irrespective of publication, users are obliged to send two unsolicited specimen copies of their written work to the Joseph Beuys Archive or the Museum Library.

## **§ 7 Liability**

### 1. Damage due to delay

The Joseph Beuys Archive and the Museum Library are not liable for damages caused by incorrect, incomplete or delayed services.

### 2. Damages

The Joseph Beuys Archive and the Museum Library are not liable for any damage caused by the use of media. The loss or damage of used media is to be compensated by the users in accordance with the corresponding determination by the archive management.

### 3. Infringements and Exemption from Liability

In the event of infringement of copyrights or personal rights as well as the legitimate interests of affected third parties through the use of archive materials and/or their content, the user is liable.

Users undertake to respect personal rights and copyrights when using knowledge from archive materials and library holdings.

## **§ 8 Schedule of Fees**

The use of the Joseph Beuys Archive and the Museum Library is free of charge (see also General Section § 2 (2) and (3) of the Terms of Use). However, a fee is charged for certain services, the amount of which is regulated by the Schedule of Fees.

**Bedburg-Hau, 01. Februar 2024**