

### User Regulations of the Research Institute Brenner-Archives

1. By signing the User Regulations visitors commit themselves to observing those regulations. The user shall be liable for any damages or disadvantages which might result for the Brenner-Archives from violations of these regulations. Users are required to present identification, except when they are known to the staff.
2. Coats, briefcases, etc. cannot be taken to the working places. They have to be stored in the lockers provided. The Brenner-Archives assumes no liability for these items. Users are not allowed to bring food or drink to the working places. Smoking is prohibited everywhere in the Archives.
3. Before using the Archives visitors have to fill in the User Application and sign the User Regulations.
4. The archival materials can only be examined one file or box at a time. If an archival document is in a poor condition in terms of conservation, the Brenner-Archives will provide digital version of it for the visitor's use. Access to documents is not permitted if restrictions on access are laid down in the relevant treaty between the Brenner-Archives and the previous owner of the literary estate.  
The access permit to archival material does not include permission to publish.
5. All archival materials are to be treated with special care. Users shall be liable for any damages due to negligent treatment. Archival documents are to be returned in the same order as they have been received. Only pencils and laptops are allowed while working with archival materials. Any kind of marking of archival materials is strictly prohibited. Putting books or other material on archival materials is also strictly forbidden. These regulations are binding for archival documents as well as for books from the Brenner-Archives' collections.
6. It is not possible to borrow archival documents from the Archives except for exhibition purposes, in which case users are obliged to present the respective insurance contract.
7. Copying archival materials, books and journals is provided for only to a restricted extent. Copies are made by the Brenner Archives' staff in accordance with a Copy Order at fixed rates. Recording with tapes or film as well as with digital media is possible only by special agreement. It is prohibited to take pictures of archival materials. All copies are exclusively provided for the research project mentioned in the User Application and may only be passed on to third persons by written permission of the Brenner-Archives.
8. Before publishing complete documents or excerpts (electronic publishing included) the user is obliged to get the permission of the Brenner-Archives. Moreover, the user is responsible for obtaining all copyrights, access rights and personal rights. The publication of materials may be prohibited if the original acquisition treaty says so or if the Brenner-Archives plans to publish the material itself. Adaptations (e.g. radio plays) or translations are also considered as publications.
9. Publishing archival material (electronic publishing included) the user is obliged to quote the Brenner-Archives as owner (and also the shelf mark concerning scientific publications). The user is also required to send a free copy of the publication and of any altered reprints as well as of other publications using the same material for any other purpose to the Brenner-Archives without special request. This also concerns unpublished scholarly works such as theses and dissertations.
10. Should the staff see problems in terms of providing copies and/or concerning publication permits, the director of the institute or her representative will be consulted. In case the Brenner-Archives provides access to materials, makes copies or grants the permit for publication, it does not lose its right to use archival materials in whatever form or to allow a third person access to them.

.....  
place, date

.....  
signature

*Please print and sign this form and send it via mail or fax to the Research Institute Brenner-Archives.*