

**Usage Regulation
for the Archive of the
Stiftung Bundeskanzler-Adenauer-Haus (Chancellor Adenauer House
Foundation)**

issued by the
Board of Trustees of the Stiftung Bundeskanzler-Adenauer-Haus

§ 1 Right of Use

- (1) The archive material from the estate of Federal Chancellor Konrad Adenauer, which is stored in the archives of the Stiftung Bundeskanzler-Adenauer-Haus, shall be open to everyone for use on request in accordance with the provisions of this Usage Regulation and the German Federal Archives Act (BArchG) unless otherwise stipulated by law.
- (2) Use of other archive material that has been transferred or disposed is governed by this Usage Regulation unless otherwise stipulated in the respective transfer or deposit agreement.

§ 2 Type of Use

- (1) The archive material shall be presented for use in the original or as a microfiche, handed over as a copy or printed out from the microfiche. The type of use shall be determined by the Stiftung Bundeskanzler-Adenauer-Haus.
- (2) The archive material shall generally only be presented in the original at the premises of the Stiftung Bundeskanzler-Adenauer-Haus.

§ 3 Conditions of Use

- (1) An application to use archive material must be submitted in writing, stating the exact topic and purpose of the research. The data collected therein shall only be processed electronically to fulfil the tasks of the archive and in accordance with the provisions of the General Data Protection Regulation (GDPR) Art. 6(1)(e).
- (2) A decision on the usage application shall be issued by the Stiftung Bundeskanzler-Adenauer-Haus. It may grant approval subject to conditions.
- (3) The approval may be revoked if the conditions for use change.
- (4) The user undertakes to observe copyrights and personal rights and protect the legitimate interests of third parties when exploiting any knowledge obtained from archive material. The user is answerable to the authorised party for breaches of these rights and interests and shall indemnify the Stiftung Bundeskanzler-Adenauer-Haus against liability.
- (5) A special request must be made for the involvement of assistants. The names of any such assistants must be indicated in the usage application; paragraph 4 shall apply accordingly. The client is also liable for breaches of the terms of use.
- (6) If any knowledge obtained from archive material is to be used for topics or purposes other than those indicated in the usage application, the archive must be informed accordingly.

§ 4 Duty of Care of the User

The user shall be obliged to leave the archive material in the reading rooms, to preserve the internal arrangement of the archive material, to prevent damage to the archive material, and to refrain from changing the archive material or jeopardising its conservation.

§ 5 Exclusion from Use

If the user grossly violates the provisions of this Usage Regulation, the user shall be excluded from using the archive in the Stiftung Bundeskanzler-Adenauer-Haus.

§ 6 Specimen copy, link in online presentations

- (1) The printing or placing online of archive material requires prior approval by the Stiftung Bundeskanzler-Adenauer-Haus.
- (2) In the case of academic and journalistic use, a specimen copy of every edition produced in print or on another data carrier that takes place using archive material of the Stiftung Bundeskanzler-Adenauer-Haus shall be provided to the Stiftung Bundeskanzler-Adenauer-Haus without being prompted and free of charge.
- (3) When using archive material of the Stiftung Bundeskanzler-Adenauer-Haus in any form of online offerings, a link to the homepage of the Stiftung Bundeskanzler-Adenauer-Haus must be included in the citation.

§ 7 Citation Format

When citing from archive material or reproductions from the archive of the Stiftung Bundeskanzler-Adenauer-Haus in printed and unprinted works, the following format must be used: Archive of the Stiftung Bundeskanzler-Adenauer-Haus, inventory designation, inventory signature (e.g. StBKAH, II /01).

§ 8 Reimbursement of Costs

The Executive Board of the Stiftung Bundeskanzler-Adenauer-Haus may issue a schedule of charges for use of the archive.

§ 9 Implementing Provisions

The Executive Board of the Stiftung Bundeskanzler-Adenauer-Haus shall issue special supplementary provisions for the implementation of the Usage Regulation, which must be observed by users.

§ 10 Amendments or Additions to the Usage Regulation

Amendments or additions to this Usage Regulation are subject to a resolution by the Board of Trustees of the Stiftung Bundeskanzler-Adenauer-Haus.

§ 11 Cancellation of the Usage Regulation of 27 March 2006

The previously valid Usage Regulation adopted by the Board of Trustees of the Stiftung Bundeskanzler-Adenauer-Haus on 27 March 2006 is cancelled.