



## **Universitätsbibliothek Johann Christian Senckenberg Archivzentrum**

### **Instructions for use of archival documents with restricted access**

According to the law (§15 section 1 HArchivG) public archival documents may not be used until 30 years after its conception. Likewise archival documents, which refer to a natural person may only be used at the earliest 10 years after the death of that person or, if this date can not be established without undergoing intensive investigations then 100 years after the birth of such a person. These restrictions (according to §15 section 2 HarchivG) are not valid for such documents, which were accessible to the public at the time of their conception. In certain cases a reduction of copyright period is possible; this has to be applied for in writing at the Archive.

**An application for a reduction in the period** of copyright has to provide the following details:

Name and address of the applicant

Name and address of the applicant when use is via a third party

Reason for use/ theme of research work. Precise details about theme and period of use

For academic use reference to the type of work and the name of the University/academic institution

Comments on intended publication, use in a presentation etc

List of all the individual archival items for which the copyright period should be reduced, with shelf number, title and circulation period

Where documents refer to a natural person even dates of birth and death of the respective person

With archival documents, which refer to a person, the user has to submit an agreement by the person affected or prove that use is vital to carry out the academic intention, to settle an existing lack of evidence or for some other reason, which mainly lies in the interest of the issuing body or a third party thereof.

The director of the Archive has the right to decide in accordance with the respective person or with the issuing body whether the copyright period can be reduced or extended.

In the case of a reduction in copyright period the applicant is obliged to keep all knowledge and facts anonymous and to only use these for the purpose as given in the application. The applicant is not permitted to pass on information accrued from the archival documents to a third party nor in any way to impinge upon the protected interests of the person or third party concerned.

Archivzentrum, 09.08.2010