

Terms of Use: Collection and Archive, University of Applied Arts Vienna (valid for the Collections and University Archive, and the Oskar Kokoschka Centre)

The purpose of the holdings – archival materials, collection objects and finding aids – is to support university members in teaching and administrative activities, the advancement of the arts and research. Released holdings are to be made available for official, academic or journalistic purposes, as well as for legitimate personal use.

In accordance with Art. 3 para 2 item 3 of the Federal Archives Act, the University of Applied Arts Vienna maintains its own archive. The university archive forms part of Collection and Archive. The central tasks of the university archive are to preserve, provide and evaluate the university's administrative, artistic and academic achievements. As part of the archive, the records office is also involved in these processes.

Access provisions

1. Access is granted exclusively on Collection and Archive premises, including the storage rooms.
2. Access is by appointment only and must be arranged in advance. Requests must be made in writing and must include details of the subject and purpose of the research.
3. Before beginning their research, users must complete a form providing their personal details and information about the research topic or purpose of use (e.g. university thesis, publication, other use). An official form of photo ID must also be provided. Collection and Archive is authorised to process the required personal data in automated form. Users may request information about any data held concerning them in accordance with Art. 15 GDPR.
4. A separate request must be submitted for each individual case. The waiting time for an appointment for the actual provision of the materials can be up to 10 working days.
5. Archival materials, collection objects and finding aids must be handled carefully and protected from all forms of damage. Particular care must be taken to preserve the existing arrangement of the materials. Any deviations from the order, other mix-ups or discrepancies must be reported to staff immediately. Compensation must be provided for any damage or loss.
6. For conservation reasons, the use of gloves or protective film may be required when accessing the materials. Alternatively, only copies may be available to view.

7. Some materials may only be viewed in digital form where this is deemed necessary for preservation reasons.
8. Only pencils may be used for writing. Marking the archival materials with notes, lines or symbols or altering them in any way is strictly forbidden. The materials shall not be used as a writing surface. Approval from staff is required for the use of technical devices (photocopiers, notebooks, etc.).
9. Archival materials must be returned after use and any follow-up appointments arranged with the responsible supervisory staff.
10. Smoking, eating and drinking are prohibited on Collection and Archive premises; use of the cloakroom is mandatory. No liability is accepted for loss of or damage to users' personal belongings or property left in the cloakroom. No animals are permitted on the premises.

Publications

1. A copy of any academic work or other publication based on the Collection and Archive holdings must be provided free of charge, without prior request and in an agreed format (digital or printed) upon publication.
2. In the case of publications or any other use of archival or collection materials, copyright and personality rights as well as other legitimate third-party interests must be observed and complied with, in particular data protection requirements pursuant to Art. 11 paras 1 and 2 of the Federal Archives Act.
3. Any holdings used must be cited with an appropriate source reference as follows:
Collection and Archive, University of Applied Arts Vienna, ... (reference code, inventory number or file number)

Loans of Archive and Collection holdings

1. Materials may be loaned to public authorities for the performance of their statutory duties and to cultural institutions for exhibition purposes. All requests must be submitted in writing.
2. The loan of archival or collection materials is permitted only if these are not subject to any protection restrictions and if their state of preservation justifies such a loan.

3. Original items may be loaned only if effective protection against loss, damage and unauthorised use is guaranteed and the purpose of the loan cannot be achieved by means of reproduction.
4. A loan agreement must be concluded with Collection and Archive. All costs, in particular costs incurred for packing, transport, insurance and any necessary security or conservation measures, will be invoiced accordingly. Approval must be obtained from the relevant department head.

Reproductions

1. Reproductions of any kind may only be created with staff consent. Reproductions may not be published, duplicated or shared with third parties without permission.
2. The "Terms and conditions for the use of images" apply. These can be viewed on the website and upon request at Collection and Archive.
3. Unless otherwise agreed, the production and provision of reproductions is subject to a fee. The applicable fees are listed in the document "Fees for reproductions", which is available on the website or on request at Collection and Archive.

Liability and damages

1. Users are liable for any loss or damage caused by improper use.
2. Users are liable for any breach of copyright law, particularly with regard to the use of works such as images, designs, correspondence and portrait rights, as well as the misuse of sensitive data.
3. In the event of a violation of the terms of use, the University of Applied Arts Vienna shall be held harmless and indemnified.
4. The university shall not be held liable for any disadvantages that applicants may suffer as a result of archival material not being made available.

Usable archival material and protection periods

1. Archival materials released for use under Art. 8 of the Federal Archives Act may be accessed. Files or archival materials are released upon expiry of the statutory protection period of a

minimum of 30 years (Art. 8 para 1 in conjunction with Art. 5 para 2 of the Federal Archives Act); this is subject to compliance with applicable data protection and personality rights. The protection period commences on the date of the last substantive processing.

2. Archival material containing personal data is released upon expiry of the statutory protection period of 50 years. Exceptions to this can be found in Art. 8 para 5 of the Federal Archives Act.
3. Access to personnel files relating to living persons is not permitted. Exceptions to this restriction are only possible upon presentation of written consent from the person concerned.
4. The originating offices may request access to files or archival material derived from their records, where required for the performance of their duties.
5. Access to archival materials of private origin is permitted only in accordance with the applicable agreement. If no provisions on the use of the materials are specified in the agreement, these may be used before the end of the 30-year protection period with the consent of the donor or their direct descendants. The use of archival materials containing personal data is subject to the relevant protection provisions of the Federal Archives Act and the Data Protection Act.
6. Information regarding the use of these archival materials is provided by the archivists.
7. Access may be restricted or denied in accordance with Art. 9 paras 3 and 4 of the Federal Archives Act.
8. The handling of personal data is set out separately in the university's privacy policy.