

User Regulations for Collection and Archive

GENERAL PROVISIONS

- (1) Collection and Archive is integrated into the section Research and Teaching in Art and Science in accordance with the organizational plan of the University of Applied Arts Vienna.
- (2) The inventory – archive material, collection objects, and finding aids – is intended to assist University staff in teaching, developing the arts and research.
- (3) Approved inventory items are made publicly available for official, scientific, or journalistic purposes and for eligible personal interests.
- (4) All users are obliged to comply with the following provisions as well as the instructions of the Collection and Archive staff.

TERMS OF USE

- (1) Viewing shall take place exclusively in the premises of the art collection and archive, including the storage rooms.
- (2) The time of the viewing must always be agreed in advance.
- (3) All users must fill in a form before starting the research, stating their personal details and the research topic and purpose (thesis, publication, other research, etc.). An official photo ID must be presented. The form must be completed for each calendar year.
- (4) Smoking, eating and drinking are prohibited in the rooms of Collection and Archive and use of the cloakroom is mandatory. No liability is accepted for the cloakroom. Bringing in animals onto the premises is prohibited.
- (5) Only pencils may be used as writing implements. The use of technical equipment (photocopiers, notebooks, camera etc.) requires permission from the staff. The costs of producing copies must be reimbursed.
- (6) Viewing permission may be restricted or denied in accordance with § 9 (3) and (4) of the Federal Archives Act.

REPRODUCTIONS

- (1) The production of reproductions (working photos, scans, video recordings, etc.) requires the permission of Collection and Archive. Reproductions may not be published, duplicated or passed on to third parties without permission.
- (2) The "Terms and conditions for the use of images" apply here, which can be found on the premises of Collection and Archive and on the website kunstsammlungundarchiv.at.

(3) Unless otherwise agreed, a fee will be charged for making and using reproductions. The fees are specified in the "Fees for reproductions". This list can be viewed both on the premises and at kunstsammlungundarchiv.at.

SAMPLE COPIES AND REFERENCES

(1) Upon completion of all scientific papers and other publications based on the inventory of Collection and Archive, a sample copy must be provided free of charge and without being requested. Whether the sample copy should be digital or print has to be agreed on beforehand.

(2) The inventory items used must be appropriately referenced:

Collection and Archive, University of Applied Arts Vienna, [Inv. No./Sign....]

– Resp. –

Oskar Kokoschka Centre, University of Applied Arts Vienna, [Inv. No./Sign....]

(Further information can be found in the document "Terms and conditions for the use of image material" or in consultation with Collection and Archive).

COLLECTION INVENTORY AND ARCHIVE LIBRARY

(1) Archive material, collection objects, and finding aids must be handled with care and protected against damage. In particular, it must be made absolutely sure that the order of individual archive documents is not changed or documents mixed up with other archival materials to preserve the ordering system. Compensation must be paid for any damage or loss.

(2) The Collection and Archive library is a reference library. It is therefore not possible to borrow inventory items from this library.

(3) For the sake of conservation, the use of gloves, protective covers, or copies may be required when viewing items.

PROTECTION TERMS

(1) Records or archive documents are released for viewing after the statutory protection period of 30 years (§ 8 (1) Federal Archives Act), in compliance with the existing data protection and protection of personality rights.

(2) Personnel files of living persons are generally not accessible. Exceptions to this restriction are only possible with the written consent of the person concerned.

(3) The handling of personal data is separately disclosed in the privacy policy of the University.

RESEARCH FEE

(1) Subject to time availability, commissioned research for a fee of EUR 40,00 per half hour is offered.