

## **Regulations for Using the Kunstmuseum Bern Archive**

### **A) Accessibility, miscellaneous**

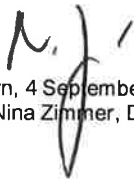
1. The User Regulations apply to using the archive material of the Kunstmuseum Bern.
2. The archive holdings can be accessed upon a legitimate study request in compliance with the applicable rules and regulations.
3. External users are obliged to fill in the Application to Study form and include an exposition of their research interest in visiting the archive.

### **B) Research and ordering archive material**

4. To prepare your research at the archive you can use our search tool ('Findmittel') on the Kunstmuseum Bern Website (first go to 'Research' and then to 'Museumsarchiv').
5. You can order the items you require from the archive head office at the Kunstmuseum Bern by filling out the Application to Study form. You must order the archive material sufficiently in advance to confirm a visiting date on which the archive staff can accommodate your request. The documents will be provided for viewing on location by the museum archive staff and can only be viewed there.
6. Research on artworks confiscated as part of Nazi persecution is given priority.

### **C) Use**

7. The archive items requested by the user can only be viewed on location. The user must abide by the Archive Regulations and it is imperative that the order of documents in the archive boxes be maintained.
8. The requested archive material will be handed out exclusively by the museum staff. It must likewise be returned to the museum staff.
9. You are not permitted to bring bags, rucksacks, briefcases, coats, or food and drink into the archive study room.
10. The Kunstmuseum Bern reserves the right to restrict access to archive material for legal considerations (terms of copyright/period of protection, data protection, individual rights), conservatory reasons (archive holdings that have not yet been catalogued and listed), or preservation reasons (poor conservation status).
11. Users have joint responsibility in complying with data protection regulations protecting the rights of the individual.
12. Users can take notes with either a lead pencil or a tablet/laptop.
13. Taking photographs is permitted with a mobile phone but only WITHOUT using the flash and only for private use.
14. Copies of archive documents can only be made by the museum staff for preservation, conservation and legal reasons.
15. For orders for professional reproductions of selected files the user pays upon receiving the invoice.
16. Formal permission from the institution must be obtained prior to every kind of publication (print, audio-visual, electronic) of documents from the Kunstmuseum Bern archive. The request must be applied for in writing.

  
Bern, 4 September 2019  
Nina Zimmer, Director

## Application to Study Archive Material of the Kunstmuseum Bern

### Personal particulars

Surname, first name \_\_\_\_\_

Address \_\_\_\_\_

Telephone/Email \_\_\_\_\_

Institution/Contracting authority \_\_\_\_\_

Visiting date \_\_\_\_\_

### Study interest and goal

### Purpose for using the archive (e.g. an exhibition, publication)

### Application for the following archive material:

With their signature below, users acknowledge that they have read the User Regulations and commit themselves to complying with them.

We recommend the following format for citing archive material: Kunstmuseum Bern, Archiv B-001-003-002

We request that users of their own accord send the archive a specimen copy of the publication or research results of their study at the Kunstmuseum Bern archives.

If you have any questions please contact us at the Kunstmuseum Bern archive head office or at [archiv@kunstmuseumbern.ch](mailto:archiv@kunstmuseumbern.ch).

Place, date \_\_\_\_\_

User signature \_\_\_\_\_