



SIK ISEA

Rules for Users of the Swiss Art Archives

1. General

Opening hours	The Swiss Art Archives at SIK-ISEA are open to visitors every Monday to Friday from 1.30 to 5.30 pm. The Archives are closed on public holidays.
Registration	Visitors to the Swiss Art Archives are asked to register in advance by telephone or in writing. Notice of at least 3 working days must be given when consulting artists' personal papers.
Desks	Desks are available in the Swiss Art Archives for the use of visitors who are consulting items from the collections. Visitors are requested to bring their own equipment, such as writing materials, laptop, camera etc. Mobile phones, food and drink are not permitted at the desks.
Cloakroom	Coats, jackets, umbrellas, briefcases, laptop cases, bags and other containers must be left in the cloakroom provided for this purpose.
Order slip	Visitors must fill in an order slip for every archive item they wish to consult, thereby declaring that they will comply with the Rules for Users of the Swiss Art Archives. Any infringement of the Rules will result, without prejudice to any other consequences, in a temporary or permanent ban from the Swiss Art Archives.
Liability	Users are liable for any damage to or loss of documents and must compensate the Archives for any costs or expenses incurred.
PC work station	Visitors may use their own laptop. The Swiss Art Archives provide a fixed PC work station for searches on the Internet and in the Archives.
Bag check	Staff at the Swiss Art Archives are entitled to ask you to open your briefcase, bag and similar personal items.



2. Use of the collections

Use	<p>Items in the collections of the Swiss Art Archives may only be used at the desks on site. They may not be borrowed for use at home. Documents in an appropriate condition may be used for exhibition purposes subject to compliance with the contractual terms of the loan. Loans for exhibition purposes require a separate agreement.</p>
Consultation	<p>Items in the collection are essentially available to everyone free of charge. There may, however, be some restrictions of a statutory or contractual nature. Staff are entitled to limit the number of items ordered.</p> <p>Access will not be granted to documents which are still uncatalogued, whose preservation is at risk or which are currently undergoing restoration.</p>
Handling documents	<p>Manuscripts and archive papers are originals. They are unique and irreplaceable. Appropriate handling helps to preserve them:</p> <ul style="list-style-type: none">– Staff will retrieve the documents for users to consult. In some circumstances manuscripts may be counted upon handover and checked upon return to ensure they are complete.– Documents may only be consulted with clean hands. Gloves supplied by the Archives are to be worn for original documents from personal papers.– Only pencils may be used for writing. Adhesive (post-it) notes, pieces of paper and other objects must not be used as bookmarks.– It is strictly forbidden to write on or over documents. Care must be taken when turning pages. Dog ears and fingerprints must be avoided.– Documents must be kept in the sequence in which they were found in the container.– Documents should not be subjected to direct sunlight during consultation.
Feedback	<p>Any damage, defect or gap in the documents or any evident fault in sequence should be reported to staff.</p>

3. Services

Advice The staff of the Swiss Art Archives will be happy to provide information about the collections. They will not produce extracts from source material, conduct searches, make transcripts or carry out genealogical research.

4. Reproductions

Type of reproduction The Swiss Art Archives will determine which type of reproduction is appropriate based on conservation criteria.

Photocopies A photocopier is available for the use of visitors to the Archives. Papers from the Documents Collection can normally be photocopied, whereas sensitive originals from the Fonds Collection cannot. Current charges are listed by the photocopier.

Photography Users may take digital or analogue photographs subject to agreement with staff, as long as the originals do not suffer any damage.
The use of flash photography and tripods is not permitted.

5. Rights of use

Private use Reproductions or photographs of items in the Swiss Art Archives are permitted solely for private, academic and non-commercial use. Reproductions and photographs may not be passed on to third parties without the prior agreement of the Swiss Art Archives. Prior consent must always be obtained from the Swiss Art Archives before any further use is made of this material, e.g. for publication in print or online media.

Copyright Users are personally responsible for complying with the provisions of copyright law and data protection legislation.

Specimen copy A specimen copy of any paper or publication founded on the holdings of the Archives is to be provided to SIK-ISEA free of charge and unsolicited.

Source reference Any use of the holdings of the Swiss Art Archives must be correctly cited in all papers and publications, as described on the order slip.

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