



SIK ISEA

## Rules for using the Swiss Art Archives at SIK-ISEA

### 1. General

- Opening hours** The Swiss Art Archives at SIK-ISEA are open to users from Monday to Friday and from 1.30 to 5.30 pm. The Archives close on public holidays.
- Registration** Users are requested to register their visit to the Swiss Art Archives in advance by telephone or in writing. Notice of at least 3 working days must be given for access to documentary estates.
- Desks** Desks are available in the Swiss Art Archives so that users can consult archive materials. Visitors should bring their own aids, such as writing materials, laptop, camera etc. Mobile phones, food and drinks are not permitted at the desks.
- Cloakroom** Coats, jackets, umbrellas, briefcases, (computer) bags and other containers must be left at the cloakroom provided for this purpose.
- User requests** Visitors must fill in a user request every time they visit the Archives. In so doing, they agree to respect the rules for using the Swiss Art Archives. Any violations of these rules will result, among other things, in temporary or permanent exclusion from the Swiss Art Archives.
- Liability** Users are liable for any damage to or loss of documents and will be required to pay compensation for any costs and expenses incurred as a result.
- PC station** Users may work on their own laptops. The Swiss Art Archives has provided a fixed PC station for Internet and archive searches.
- Checks** The staff of the Swiss Art Archives are entitled to ask users to open their briefcases, bags and similar objects for checks.

## 2. Use of the holdings

### Use

The holdings of the Swiss Art Archives may only be used at the desks on site. Borrowing for use at home is not permitted. In exceptional cases, the Swiss Art Archives may loan documents for exhibition purposes as long as their condition permits. In such cases, the terms and conditions of the loan will be governed by a separate agreement.

### Consulting documents

Holdings can be consulted on site freely and without charge. There may, nevertheless, be some statutory or contractual restrictions. The staff have the right to limit the number of orders placed. Documents which have not been catalogued or which are in a fragile condition or undergoing restoration are not generally accessible. Staff will decide whether to issue these on a case-by-case basis.

### Handling documents

The documents kept in the Swiss Art Archives are unique and irreplaceable. Appropriate handling helps to preserve them:

- Archive staff will make the documents available to users for consultation. Manuscripts may be counted before they are handed over and may be checked on return to ensure that they are complete.
- Documents must be consulted with clean hands. The gloves provided by the archives must be worn when consulting originals from documentary estates.
- Only pencils may be used for writing. Adhesive notes (post-its) are not permitted and pieces of paper or other objects must not be used as bookmarks.
- No writing must be done either in or on top of the documents. Sheets must be turned with care; folded corners and fingerprints must be avoided.
- The sequence of documents in their storage receptacles must always be maintained.
- Documents must not be exposed to direct sunlight while being consulted.

### Feedback

Please inform staff if you notice any damage, defects, gaps or wrongly ordered documents.

### 3. Services

**Advice** The staff of the Swiss Art Archives are happy to offer advice about the collections. They will not extract sources, perform searches, provide transcriptions or conduct genealogical research.

### 4. Reproductions

**Type of reproduction** The Swiss Art Archives will determine the nature of reproduction based on conservation criteria.

**Photocopies / Photographs** Users may photocopy or photograph documents after consultation with the archive staff.

### 5. Rights of use

**Use** Photographs and other reproductions of documents in the Swiss Art Archives may not be passed on to third parties without the prior consent of the Swiss Art Archives.

**Copyright** We explicitly remind users that documents may be protected under copyright law and that SIK-ISEA cannot licence their exploitation. Such works enjoy protection for 70 years after the death of the author, and photographs of an individual quality for 50 years after production. Users explicitly assure SIK-ISEA that they will respect existing copyright and will contact the authors, their legal heirs or other holders of copyright in order to obtain any permissions required for the exploitation of documents. Users may be held liable for any breaches of such rights. In the event of any such breaches, users will be responsible for their own legal defence.

**Personal rights** Users are advised that the publication, dissemination, etc. of letters, notes, photographs and other documents may violate the personal rights of living persons or breach data privacy. Users can be held liable for such violations. They undertake to respect these rights. In the event of any such personal violations, users will be responsible for their own legal defence.

**Specimen copy** Authors will, of their own accord, provide SIK-IKEA with a free specimen copy of all works and publications founded on the holdings of the Swiss Art Archives.

**Citations** All works and publications in which authors have drawn on sources requested from the Swiss Art Archives must indicate these correctly.