

Explanatory Leaflet for the Use and Handling of Autographs, Bequests, Drawings and other Photo Material

1. The using and handling of hand written texts, autographs, manuscripts and any other material from bequests and special collections is permitted only under supervision and only in areas designated for such purposes. Particular care is to be used when using the objects handed out under supervision: e.g. only pencils are allowed for making notes. The person in charge must be informed immediately of any existing damage or defects the user finds. Objects from such bequests or special collections may not be taken out of the library.

2. The Ibero-American Institute can restrict the use and /or handling of particularly endangered handwritten pieces and/or other materials which merit special protection because of their age, value or structure. For reasons of preservation, certain pieces may require additional restrictions and may be excluded from personal handling. The library may provide a reproduction in place of the original piece.

3. The consultation of such materials is by appointment only. An application form provided by the Ibero-American Institute must give details on the user's purpose, plans and intentions, university or institution as well as proof of identification. The user accepts the terms of use for the material with his or her signature on the form.

4. The making of partial or whole reproductions of any handwritten texts, old prints, maps and other special materials is not allowed without prior permission from the responsible department in the Ibero-American Institute. The publication of such reproductions is subject to approval from the library. The user takes full responsibility for any legal protection of existing copyrights or personal rights concerning individual objects. Royalty fees will be charged for the commercial use of any reproductions according to the conditions stipulated by the terms of trade of the Photo Archives Prussian Culture Heritage Foundation. The publication must explicitly name the Ibero-American Institute as holder of the original objects, including the classification number. Unless other agreements have been made, and also in the event of having granted permission of publication, the library keeps the right to itself publish the same material, in part or in whole, or grant permission to a third party

5. The user obligates his/herself to inform the library of any publication that incorporates the use of the autographs or special collections, either in form of a reproduction, reference or knowledge derived thereof. The Ibero-American Institute must be explicitly named in the publication as holder of the material as well as be provided with an issue of the publication, including essays in compiled works or in periodicals and magazines, at the user's expense.

6. Exclusion of use. The Ibero-American Institute reserves the right to refuse further consultation of material from bequests, autographs and other special works by a user in certain situations: in cases of violation of the above mentioned conditions; the publication of original bequest material without making previous arrangements with the Ibero-American Institute and improper or ruinous handling of any objects or material from bequests. A written objection to such an exclusion can be filed within a period of one month.