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Information sheet on the use of unpublished culturally sensitive photographic images and postcards with culturally sensitive photographic images in the Special Collections and Digital Collections of the Ibero-Amerikanisches Institut (IAI), Stiftung Preußischer Kulturbesitz (SPK)

I. The IAI's handling of unpublished culturally sensitive photographic images and postcards with culturally sensitive photographic images

The Ibero-Amerikanisches Institut (IAI) has extensively and systematically addressed the handling of unpublished, culturally sensitive photographic images and postcards with culturally sensitive photographic images. Photographic images include analog prints, digital images, negatives, glass plates, and slides. Postcards, although published by photo studios, publishers, or institutions have also been included in the review because they may be related to culturally sensitive, unpublished photographic images. Out of respect for cultural sensitivities, visibility and access to unpublished photographic images and postcards depicting human remains or people with their sexual organs is restricted in the Special Collections and Digital Collections of the IAI.

Such images are kept separate in the IAI's Special Collections and can only be used if a special request is made.

If it is not possible to physically separate culturally sensitive photographic images, such as photo albums, the images are covered with a sheet containing a neutral description in four languages (German, Spanish, Portuguese, and English) and a symbolic icon.

Culturally sensitive photographic images in the IAI's Digital Collections are blocked and marked with a neutral description of the image in four languages (German, Spanish, Portuguese, and English), as well as a symbolic icon.

II. Rules for the use of unpublished culturally sensitive photographic images and postcards with culturally sensitive photographic images

In addition to the "Benutzungs- und Gebührenordnung der Bibliothek und der Sondersammlungen des Ibero-Amerikanisches Institut der Stiftung Preußischer Kulturbesitz" (Terms of use and scale of fees for the Library and Special Collections of the Ibero-Amerikanisches Institut (IAI), Stiftung Preußischer Kulturbesitz), dated January 1, 2024, the following rules apply to the use of unpublished, culturally sensitive photographic images, as well as postcards containing such images, in the Special Collections and Digital Collections of the IAI:

1. Unpublished culturally sensitive photographic images and postcards with culturally sensitive photographic images may only be viewed for scientific purposes. A separate request ("Request for access to unpublished culturally sensitive photographic images or postcards with culturally sensitive photographic images in the Special Collections and Digital Collections of the Ibero-Amerikanisches Institut (IAI), Stiftung Preußischer Kulturbesitz (SPK)") must be submitted for access to these images. The request must clearly justify the scientific necessity of access. Inspection is only possible if the request is approved.
2. These materials may only be viewed in the designated areas: the Map Reading Room and the large table located immediately in front of the service desk in the Reading Room.
3. The IAI does not produce partial or complete reproductions of unpublished culturally sensitive photographic images and postcards with culturally sensitive photographic images. Users are not permitted to produce partial or complete reproductions of culturally sensitive photographic images.

Violations of these rules may result in the exclusion from the use of the library and the Special Collections of the IAI.