



Geheimes Staatsarchiv Preußischer Kulturbesitz
(Secret State Archive of the Prussian Cultural Heritage Foundation)

Terms of Use

(in conjunction with the Scale of Fees and Building Regulations
from 9 December 2005)

valid as of 2 January 2006

Preamble

As per § 11 paragraph 3 of the Act for Establishing a Foundation "Preußischer Kulturbesitz" and for Transferring Assets of the Former Nation of Prussia to the Foundation from 25 July 1957 (BGBl. I p. 841) in the version of article 3 of the third Legal Validation Act from 28 June 1990 (BGBl. p. 1222), the board of trustees decided on the following terms of use for the Geheimes Staatsarchiv Preußischer Kulturbesitz on 9 December 2005. These terms of use supplement the legal stipulations of the Federal Archive Act already applicable to the Geheimes Staatsarchiv Preußischer Kulturbesitz.

§ 1

Name, bearer, responsibilities

The Geheimes Staatsarchiv Preußischer Kulturbesitz is a legally dependent establishment of the Stiftung Preußischer Kulturbesitz (Prussian Cultural Heritage Foundation). As a primarily historical archive it serves official purposes, historically/local history-related/privately/commercially motivated research, as well as educating the public with publications and exhibits. To this end documents, files and records, maps, images or other appropriate information media are acquired, organised and indexed, preserved and made available to the public.

§ 2

Usage index, usage authorisation, access

1. These terms of use regulate the public law relationship between the archive and its users, regardless of the general building law and building regulations for the Geheimes Staatsarchiv Preußischer Kulturbesitz.



2. Usage occurs via personal access to the research hall of the Geheimes Staatsarchiv Preußischer Kulturbesitz through verbal and written inquiries, as well as the request of reproductions.

Natural and legal persons are authorised to use the archive for the purposes defined in § 1, provided they ensure adherence to these terms.

Legal persons are granted access if they submit a request through an authorised signatory who can verify their identity with an official form of identification (personal ID card, passport or employer ID).

3. This usage authorisation is requested via a form sheet in the Geheimes Staatsarchiv Preußischer Kulturbesitz. Personal information is verified by presenting an official form of identification (personal ID card, passport or employer ID). The exact purpose and subject of research must be declared.

The director of the Geheimes Staatsarchiv Preußischer Kulturbesitz, or an authorised individual, decides the acceptance of the request. Should all work areas be occupied in the research hall, there may be a temporary delay of access. The usage permit only applies to the purpose and subject declared, and for the current calendar year. By signing their own name onto the usage request form, the user acknowledges the terms of use, scale of fees and building regulations. At the same time they declare their approval of the retrieval and electronic storage of the following personal information in the user documentation:

- Surname, first name(s), date of birth, address (for non-resident users: an address in Berlin or Brandenburg),
- Profession (for students: major),
- Purpose and subject for using the Geheimes Staatsarchiv Preußischer Kulturbesitz.

This personal information will be processed in accordance with the stipulations of the Federal Data Protection Act.

4. Any change in name or address during the usage period must be immediately reported to the archive.

Should the usage of the Geheimes Staatsarchiv Preußischer Kulturbesitz occur via verbal, written or telephone requests, the exact purpose and subject must be declared. The user will be suitably informed that the terms of use also apply to this type of usage, and must be adhered to. They are especially referred to § 4 no. 2 and no. 7 of the Terms of Use.

There is no claim to information beyond the search aid level with recourse to the archival material level, especially not if this information is to be provided free of charge.

§ 3

Service and consultation hours



The service and consultation hours of the Geheimes Staatsarchiv Preußischer Kulturbesitz will be suitably displayed. For operative reasons the research hall may be closed temporarily. This will be announced to the users promptly and with a sign when possible.

§ 4

Usage, ordering

1. The archival materials, its hand- or machine-written search aids and the library materials of the service library of the Geheimes Staatsarchiv Preußischer Kulturbesitz may only be used in the research hall of the building on Archivstraße 12-14 in Berlin-Dahlem. Archival materials, the aforementioned search aids or library materials may not be removed from these rooms. These books may not be loaned out for outside use.

There is no shipping of archival materials to be used in an external archive. The director of the Geheimes Staatsarchiv Preußischer Kulturbesitz decides on any exceptions.

2. The Scale of Fees of the Geheimes Staatsarchiv Preußischer Kulturbesitz applies to usage of the archive.
3. Before any usage, the user must sign in at the hall check-in and is entered into the usage records. One-time registration is valid for multiple check-ins throughout the day.
4. The service library of the Geheimes Staatsarchiv Preußischer Kulturbesitz is a reference library and is available for archive users as well. Its library materials may only be ordered for use in the research hall of the Geheimes Staatsarchiv Preußischer Kulturbesitz.

Archive users may also order library materials of the association HEROLD for use in the research hall of the Geheimes Staatsarchiv Preußischer Kulturbesitz and may use them there as well. Usage of these library materials by members of HEROLD occurs as per its internal agreements.

5. The user declares the archival or library materials they desire via the search aids and orders them with the order forms provided.

There is no claim of provision of archival materials, search aids or library materials in their original form. In the interests of inventory maintenance, usage of reproductions is conducted when possible.

The quantity of the archival or library materials disbursed simultaneously may be restricted for operative reasons. Used hand- or machine-written search aids must immediately be returned to the hall supervisor after inspection in the interests of other users, and their analogous reproductions must be returned to their designated spot in the research hall.

6. Prohibited from use are archival materials, search aids or library materials that
 - a) do not allow for use due to their indexing and maintenance condition,
 - b) cannot be used due to third-party rights.



7. § 5 of the Federal Archive Act is to be applied to the usage of archival materials. The inquiry of biological data as per § 5 para. 2 Federal Archive Act is at the user's discretion. Exemptions as per § 5 para. 5 Federal Archive Act require special authorisation from the director of the Geheimes Staatsarchiv Preußischer Kulturbesitz.

The user must obligate themselves in writing to adhere to rights of personal safety, exploitation rights and copyrights as well as third-party protective interests when utilising knowledge gained from archival materials, as well as to release the Geheimes Staatsarchiv Preußischer Kulturbesitz from any liability upon violations thereof.

8. Specialist personnel are available to assist the users during the consultation hours. This consultation primarily ranges from references to the pertinent archival materials and literature, to the provision of the relevant search aids.

Should users wish to consult other individuals as assistants or authorised individuals for their work, these persons must also submit a usage request as per § 2 no. 3 of these Terms of Use.

§ 5

General obligations and liability of the users

1. Every user must conduct themselves in such a way that other users and employees of the Geheimes Staatsarchiv Preußischer Kulturbesitz are not impaired in their assigned duties, or that usage operations are not generally impaired. All users must adhere to the terms of these Terms of Use, the Building Regulations, the Scale of Fees and the directives of the archive personnel.

The director of the Geheimes Staatsarchiv Preußischer Kulturbesitz enacts the Building Regulations in cooperation with the president of the Stiftung Preußischer Kulturbesitz. The user acknowledges the Building Regulations while using the Geheimes Staatsarchiv Preußischer Kulturbesitz.

2. The users must treat the archival or library materials carefully and attentively and to protect them from any form of damage, especially with regard to § 4 of the Building Regulations of the Geheimes Staatsarchiv Preußischer Kulturbesitz.
3. Technical devices for recording notes, excerpts or transcripts may only be used in the research hall if other users are not disturbed by the use thereof. Bringing one's own reproduction devices (especially digital cameras, scanners, mobile phones, etc.) is not permitted.
4. The user is liable for any damage to or loss of archival or library materials that occurred during use.
5. Before any publication (print or other proliferation) occurring during heavy usage of archival or library materials of the Geheimes Staatsarchiv Preußischer Kulturbesitz, a copy must be submitted without request and free of charge immediately after release.



§ 6

Right of control of the Geheimes Staatsarchiv

The employees of the Geheimes Staatsarchiv Preußischer Kulturbesitz are authorised to

1. request official photo identification from any user,
2. request to view the contents of folders, bags, etc. as well as prints and other materials brought by the user,
3. check the materials brought to the work areas by the users.

§ 7

Liability of the Geheimes Staatsarchiv Preußischer Kulturbesitz

The Geheimes Staatsarchiv Preußischer Kulturbesitz is not liable for damage caused by inaccurate, incomplete or delayed services.

§ 8

Reproductions

1. When possible the Geheimes Staatsarchiv Preußischer Kulturbesitz accepts written orders of reproductions from its archival and library inventories, provided the condition of the respective item permits and this is not prevented by third-party rights or protected interests. The orders must be submitted on the respective form.

Users are prohibited from creating reproductions. Any exceptions require explicit authorisation from the director

2. The requesting user bears any fees for the written orders of reproductions. The amount to be paid may be found in the price list of the Geheimes Staatsarchiv Preußischer Kulturbesitz. The amount owed must be paid upon checking out the ordered reproductions.

Shipping orders are carried out with advance payment. Postage and packaging costs are paid by the requesting user. Complaints are only valid within 4 weeks after receipt of the materials and require return of the items deemed defective.

3. The reproductions ordered by users of the image centre of the Geheimes Staatsarchiv Preußischer Kulturbesitz are only intended for direct personal use of the customer.

All usage and valorisation rights to the provided reproductions rest with the Geheimes Staatsarchiv Preußischer Kulturbesitz. Proliferation or transfer of the reproductions to third parties, as well as duplication of any sort (reproduction, copying, digitalisation, duplication, archival, scanning, storing, etc.) for purposes of forwarding to third parties



are prohibited. Digital reproductions must immediately be deleted after personal use without request.

Any usage of the reproductions beyond personal use, especially publishing, requires authorisation from the Geheimes Staatsarchiv Preußischer Kulturbesitz.

These terms apply to all reproductions made available by the Geheimes Staatsarchiv Preußischer Kulturbesitz. They also apply if the image material comes into the possession of third parties or from other sources.

4. Provided the user wishes to use the reproductions for commercial purposes, this requires prior authorisation from the Geheimes Staatsarchiv Preußischer Kulturbesitz. Furthermore, commercial usage requires payment and must be settled with the Bildarchiv Preußischer Kulturbesitz, Märkisches Ufer 16-18, 10179, Berlin, Germany.

§ 9

Exclusion from usage

Should a user heavily or repeatedly violate the Terms of Use or the Building Regulations, as well as the duties of the employees of the Geheimes Staatsarchiv Preußischer Kulturbesitz, or should the continuation of the user relationship become infeasible due to special circumstances, the Geheimes Staatsarchiv Preußischer Kulturbesitz may partially or completely exclude said user from usage of the archive, with immediate effect, via written decree or a verbal decree reiterated in writing. All obligations arising from the user relationship remain valid after said exclusion.

The legal redress of objection to the exclusion from usage is provided. Should the Geheimes Staatsarchiv Preußischer Kulturbesitz not redress this objection, the president of the Stiftung Preußischer Kulturbesitz, as the next highest authority, will make a decision - against payment - as per the Scale of Fees of the Geheimes Staatsarchiv Preußischer Kulturbesitz.

§ 10

Lodging a complaint

Complaints must be in writing and submitted to the director of the Geheimes Staatsarchiv Preußischer Kulturbesitz.

§ 11

Coming into effect

These Terms of Use were finalised on 9 December 2005 by the board of trustees of the Stiftung Preußischer Kulturbesitz, effective as of 2 January 2006, for the Geheimes Staatsarchiv Preußischer Kulturbesitz.



I hereby comply with these Terms of Use.

Announcement of the Terms of Use, as well as the Building Regulations and Scale of Fees, occurs in a reasonable manner in the Geheimes Staatsarchiv Preußischer Kulturbesitz. A copy thereof will be provided free of charge upon request.

The director of the Geheimes Staatsarchiv Preußischer Kulturbesitz

Berlin, 30 Dec. 2005

(Dr. Jürgen Kloosterhuis)





Geheimes Staatsarchiv Preußischer Kulturbesitz
(Secret State Archive of the Prussian Cultural Heritage Foundation)

Scale of Fees

(in conjunction with the Terms of Use and Building Regulations
from 9 December 2005)

valid as of 2 January 2006

§ 1

Applicability

Fees will be charged for the usage of archival or library materials of the Geheimes Staatsarchiv Preußischer Kulturbesitz in accordance with these terms.

§ 2

Obligations of the debtor of fees

Upon request by the Geheimes Staatsarchiv Preußischer Kulturbesitz the user must provide the necessary information to determine the amount of fees.

§ 3

Objective exemption from charges, remission of fees

Fees that will not be charged are:

1. usage for scientific or local history purposes;
2. verbal and simple written information that does not require any reference to archival or library search aids;
3. the cases defined in § 7 no. 2 to 4 of the Administrative Expenses Act.

§ 4

Fees for services of the archival papers and the service library

Fees are charges for the written response to verbal or written requests that serve privately or commercially motivated research (especially pertaining to family history) instead of general scientific or local history research. This response must generally occur at the search book



level. The calculation of fees is based on the processing time required, regardless of the success or failure of said research.

The following will be charged for written information or transmissions of archival or library materials:

For every beginning half hour 16.00 €

§ 5 Objection fees

A blanket administrative fee of 60.00 € will be charged for forming an objection decision.

§ 6 General legal cost terms

The Administrative Expenses Act of the Federal Republic applies.

§ 7 Coming into effect

This Scale of Fees was finalised on 9 December 2005 by the board of trustees of the Stiftung Preußischer Kulturbesitz, effective as of 2 January 2006, for the Geheimes Staatsarchiv Preußischer Kulturbesitz.

I hereby comply with this Scale of Fees.

Announcement of the Scale of Fees occurs in a reasonable manner in the Geheimes Staatsarchiv Preußischer Kulturbesitz. A copy thereof will be provided free of charge upon request.

The director of the Geheimes Staatsarchiv Preußischer Kulturbesitz Berlin, 30 Dec. 2005

(Dr. Jürgen Kloosterhuis)



Price list

1. Fees for services provided by the image centre

The reproductions created by the image centre of the Geheimes Staatsarchiv Preußischer Kulturbesitz at the request of users are only intended for direct personal use by the customer.

All usage and valorisation rights to the reproductions rest with the Geheimes Staatsarchiv Preußischer Kulturbesitz. Proliferation or transfer of the reproductions to third parties, as well as duplication of any sort (reproduction, copying, digitalisation, duplication, archival, scanning, storing, etc.) for purposes of forwarding to third parties are prohibited. Digital reproductions must immediately be deleted after personal use without request.

Any usage of the reproductions beyond personal use, especially publishing, requires authorisation from the Geheimes Staatsarchiv Preußischer Kulturbesitz. Any inclusion in publications requires payment provided it serves commercial purposes.

These terms apply to all reproductions made available by the Geheimes Staatsarchiv Preußischer Kulturbesitz. They also apply if the image material comes into the possession of third parties or from other sources.

Fees for the proliferation of archival materials for commercial purposes are charged as per the price list of the Bildarchiv Preußischer Kulturbesitz.

Type of reproduction	Reference no.	Format	€ per unit	Old price
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Monochrome negative

Microfilm* (for items up to max. 60 x 80 cm)	M	32 x 40 mm	0.50	0.50
Small format	KB	24 x 36 cm	2.00	2.00
Roll film	R6	6 x 7 cm	4.00	3.50
Flat film	P9	9 x 12 cm	8.00	6.10
Flat film	P13	13 x 18 cm	12.00	12.70

* No Xerox copies, rather only microfilm, photographic or digital images are created for bound archival materials for conservational purposes.

Three-dimensional items (e.g. bound files, books, certificates, seals, certificates with seals, coins, medals) and images of difficult items

Small format film	KBS	24 x 36 mm	4.00	3.00
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Type of reproduction	Reference no.	Format	€ per unit	Old price
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Roll film	R6S	6 x 7 cm	6.00	6.10
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Flat film	P9S	9 x 12 cm	12.00	12.20
Flat film	P13S	13 x 18 cm	25.00	25.50

Monochrome slides**

Roll film	DS6	6 x 7 cm	7.00	6.10
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** Agfa Scala 200X process

Monochrome positive

Document paper	D4	DIN A4	2.00	2.00
	D3	DIN A3	4.00	4.00
	D2	DIN A2	8.00	7.60
PE paper	PE13	13 x 18	2.50	2.00
	PE18	18 x 24	4.00	4.50
	PE24	24 x 30	7.00	5.10
	PE30	30 x 40	12.00	12.70
	PE40	40 x 50	18.00	20.40
	PE50	50 x 60	25.00	28.10

Barite paper	B13	13 x 18	4.00	4.00
Potentially under WL upon request	B 18	18 x 24	6.00	6.10
	B 24	24 x 30	10.00	9.20

Copies through reader-printer / through laser printer

Only possible with available or previously completed microfilm images or previously completed digital images via overhead scanner in monochrome.

Normal paper	RP4	DIN A 4	0.30	0.30
	RP3	DIN A3	0.50	0.50

Type of reproduction	Reference no.	Format	€ per unit	Old price
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Xerox copies*

Normal paper	X4	DIN A4	0.30	0.30
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X3 DIN A3 0.50 0.50

* No Xerox copies, rather only microfilm, photographic or digital images are created for bound archival materials for conservational purposes.

Duplication of microfilms

DUP per metre 1.00
(minimum fee 3.00 €)

Colour negative

Flat film	CN9	9 x 12 cm	12.00	10.20
Flat film	CN13	13 x 18 cm	18.00	15.30

Colour slides

Small format film	CD24	24 x 36 mm (without frame)	3.00	3.00
Roll film	CD6	6 x 7 cm	6.00	6.10
Flat film	CD9	9 x 12 cm	12.00	10.20
Falt film	CD13	13 x 18 cm	18.00	15.30

Three-dimensional items (e.g. bound files, books, certificates, seals, certificates with seals, coins, medals) and images of difficult items

Small format film	CD24S	24 x 36 mm (without frame)	7.00	4.60
Roll film	CD6S	6 x 7 cm	12.00	10.20
Flat film	CD9S	9 x 12 cm	24.00	20.40
Flat film	CD13S	13 x 18 cm	32.00	30.60

Digital images through overhead scanner in monochrome*

(for items up to max. 60 x 80 cm)

AS 0.50*
(minimum fee 4.00 €)

* No Xerox copies, rather only microfilm, photographic or digital images are created for bound archival materials for conservational purposes.

Type of reproduction	Reference no.	Format	€ per unit
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Digital images in colour

DIG	18.00
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Three-dimensional items (e.g. bound files, books, certificates, seals, certificates with seals, coins, medals) and images of difficult items

DIGS	32.00
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Colour transmitted light scans

Only possible with available or previously completed film items (microfilms and small format negatives / small format slide films in monochrome and colour cannot be scanned).

SCAN	18.00
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Colour digital prints

Only possible with available or previously completed digital images in colour or colour transmitted light scans.

Ink-jet paper	DP4	DIN A4	8.00
	DP3	DIN A3	14.00

Along with the respectively requested services for colour transmitted light scans and colour digital prints, the expenses for film requests (excluding microfilms and small format negatives / small format slide films in monochrome and colour that cannot be scanned) for digitalisation purposes, as well as any fees for colour transmitted light scans for producing colour digital prints, will be charged.

For conservational purposes the Geheimes Staatsarchiv Preußischer Kulturbesitz reserves the right to determine the type of reproduction - Xerox copy or (repro-) photography and/or direct digital imaging - and to refuse requests or portions of requests, belatedly or otherwise. No Xerox copies, rather only (repro-) photographic and/or digital images will be made from bound archival materials for conservational purposes. No new images will be made from archival materials coated with a protective film.

Special services

There is a 4.00 € surcharge for enlargements in 1:1 format per image.

Additional services, such as tabletop images, audio, facsimiles or montages on request. A fee of 7.50 € is charged for every beginning half hour spend on the service requested.

Order acceptance in the research hall

Monday, Tuesday 8:00 to 15:00

Wednesday, Thursday 8:00 to 17:00

Friday 8:00 to 14:00

Terms of payment

Reproductions are only provided / shipped with advance payment for orders with a foreseeable total greater than 10.00 €.



Should the foreseeable order value exceed 80.00 €, processing of this order is contingent on a payment of 50 % of the total amount of the reproductions ordered as per this price list. The customer is responsible for determining the order value.

Packaging and postage costs are charged along with shipping orders. Shipping occurs at the customer's own risk.

Service hours of the cashier for self-pick-up

Monday to Wednesday 10:00 – 12:00, 13:00 – 15:00

Thursday 10:00 – 12:00, 13:00 – 17:00

Friday 10:00 – 14:00

2. Fees for building administration services

In cooperation with management and after authorisation from the director, the lecture hall in the *piano nobile* of the service villa (with adjacent tea room, winter garden and terrace) may be hired out for scientific presentations. A separate rental agreement will be finalised to this end. The fees amount to:

For events up to 3 hours	260.00 €
For the beginning of every additional hour	80.00 €

The fees may be discounted for individual cases with proper justification.





Geheimes Staatsarchiv Preußischer Kulturbesitz
(Secret State Archive of the Prussian Cultural Heritage Foundation)

Building Regulations

(in conjunction with the Terms of Use and Scale of Fees
from 9 December 2005)

valid as of 2 January 2006

The employees of the Geheimes Staatsarchiv Preußischer Kulturbesitz strive to support its users in their usage and research projects, as well as to facilitate a comfortable stay at the building on Archivstraße 12 – 14. The following Building Regulations also serve this objective, as it supplements the Terms of Use and Scale of Fees of the Geheimes Staatsarchiv Preußischer Kulturbesitz from 9 December 2005.

Archival materials are generally one-of-a-kind items that cannot be replaced after damage or loss. The Geheimes Staatsarchiv Preußischer Kulturbesitz thus likewise strives to make its archival or library materials accessible and to maintain the best possible condition thereof. However, as every usage constitutes damage of the archival or library materials, these Building Regulations especially provides suggestions for conduct in the research hall as per the instructions listed under § 4.

§ 1
General

- By using the Geheimes Staatsarchiv Preußischer Kulturbesitz you agree to the binding nature of the Building Regulations in their respectively valid version, regardless of the general building laws.
- For purposes of bilateral interests you are asked to conduct yourself in such a way that other users, as well as the employees of the Geheimes Staatsarchiv Preußischer Kulturbesitz, are not impeded in their duties.
- You must adhere to instructions from the archive personnel.
- Violations against the Building Regulations may result in a ban from the building.

§ 2
Attire; Liability and disclaimer of liability

- Overwear, umbrellas, briefcases, bags and backpacks may not be brought into the research hall. Lockers are available free of charge to store your items, the key to which you receive at check-in.
- Items stored in the lockers must be retrieved at the latest after the research hall has been closed on that same day. Items not retrieved will be treated as lost property; they are thus subject to a retention period / submission obligation to the police.



- The Geheimes Staatsarchiv Preußischer Kulturbesitz is not liable for the items you brought yourself; especially with regard to the articles of clothing or packed items not stored in the lockers.
- The archive is only liable within legal parameters for the loss or damage of items left in the lockers if you reclaim or report the loss or damage, respectively, on the same day and the amount of damages does not exceed the amount of 1,000.00 €. There is no liability for light negligence as well as for money and other valuables; the same applies to losses and damages caused by unauthorised third parties in locked lockers.
- A fee equal to the acquisition of a new key will be charged in the event of loss of a locker key.

§ 3

Food, beverages, smoking, telephone calls

- You are only permitted to eat, drink and smoke in the designated areas / rooms.
- Food, sweets, etc. may not be brought into the research hall nor consumed there.
- Mobile phones may not be used to make calls within the research hall. Furthermore, these devices must be set to silent so that other users are not disturbed by ringtones. You may use your mobile phone outside of the research hall in the corridors and in the foyer.

§ 4

Use of the research hall

- It is in everybody's interests that the research hall is kept quiet. Please also do not disturb other users with conversations, etc.
- After prior registration you may reserve your work area in the research hall. The claim to such a reserved area is relinquished if it is not claimed within two hours after the research hall has opened, and/or after it is not used for longer than an hour after initial occupation. The area may be made available to other users by archive personnel.
- Please wash your hands *before* and *after* using archival and library materials to protect your own health. Please do not use any hand lotions *before* usage.
- Should technical problems arise in working with archival or library materials (e.g. upon opening), please allow the hall supervisory personnel to amend this. The employees at file/book check-out are also prepared to offer assistance if there are problems in returning the archival or library materials after usage.
- Please report any ascertained or presumed damages, gaps or loss of pages of and in archival or library materials to the hall supervisor.



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- You may not alter the regular organisation of the archival or library materials (e.g. by removing individual pages). Any loose texts within the archival or library materials must be returned in the exact same order as they were at file/book check-out.
 - Please avoid any unnecessary mechanical or chemical damage to the archival or library materials (e.g. placing elbows on top of them and the lower arm on the parchment and papers, or tracing lines with your fingers).
 - Please carefully turn each page when searching through archival or library materials, without wetting your fingers - also to protect your own health!
 - Please use parchment certificates, records, folios or extensive bound documents with assistance from underlayers, book wedges or weights that can be retrieved from the hall supervisor.
 - Certificates, opened files and records may not be stapled together under any circumstances.
 - Archival or library materials may not be misused as a writing underlayer.
 - Large-format maps, plans or posters may only be viewed at the map table.
 - You may enter neither notes nor marks on the archival or library materials, or erase any items present, or trace archival or library materials.
 - Please only use the paper strips provided by the hall supervisor as bookmarks or inserts.
 - When recording your handwritten notes, excerpts or transcriptions please only use pencils that you can acquire from the hall supervisor when absolutely necessary. However, usage of other writing utensils is permitted unless informed otherwise. The order forms, however, must be filled out with black or blue ballpoint pens.
 - You may use your own EDP devices to record your notes, excerpts or transcriptions, yet these may be subjected to restrictions. Such devices and others (e.g. dictation machines, also in the form of mobile phones, etc.) may only be used in the research hall if the use thereof does not disturb other users.
 - Usage of your own technical reproduction devices (e.g. digital cameras, scanners, also in the form of mobile phones, etc.) is not permitted.
 - Please protect the archival or library materials from unnecessary light by closing them before taking breaks.
 - After you are done working for the day, please clean the work area and return the loaned archival or library materials to their respective check-out locations. Exceptions require authorisation from the hall supervisor.
 - The archival or library materials may be reserved for you for an additional 14 days. However, should you not use these items again within this period, they must be returned to the stacks.



§ 5 Other

- If you wish to create private photographic images of the interior or exterior of the Geheimes Staatsarchiv Preußischer Kulturbesitz, please consult with the hall supervisory office beforehand so that you may obtain authorisation from the director.
- Commercial filming and video recording requires a written request to the Geheimes Staatsarchiv Preußischer Kulturbesitz and must be authorised by the director. These recordings generally require payment of a fee.
- Animals may not be brought into the Geheimes Staatsarchiv Preußischer Kulturbesitz, with the exception of service dogs for blind individuals.

§ 6 Coming into effect

I hereby comply with these Building Regulations.

Announcement of the Building Regulations occurs in a reasonable manner in the Geheimes Staatsarchiv Preußischer Kulturbesitz. A copy thereof will be provided free of charge upon request.

The director of the Geheimes Staatsarchiv Preußischer Kulturbesitz Berlin, 30 Dec. 2005

(Dr. Jürgen Kloosterhuis)