

## **TERMS OF USE**

### **Library and Archive of the Institute for the History of Medicine**

#### **1. Access and Opening Hours**

The library and the archive are generally open Monday to Friday from 9:00 a.m. to 4:00 p.m. Prior (telephone) registration is recommended to ensure competent assistance.

The collections of the Institute are accessible, on the basis of the applicable Archive Regulations of the IGM, to anyone who can credibly demonstrate a purpose of use, who can be expected to handle and evaluate the material appropriately, and who guarantees compliance with these Terms of Use.

For consultation of library holdings and archival materials, an identity card or other form of identification must be presented and an application for use must be completed; this must clearly state the subject of research. Permission to use may be revoked at any time in the event of violations of these Terms of Use.

#### **2. Use, Copying, and Scanning**

Use of library holdings and archival materials takes place in the seminar rooms of the Institute. As a rule, archival material older than thirty years may be used. For archival material created on natural persons, the provisions of § 11 (2) of the Federal Archives Act, as amended on 20 December 2022, shall apply mutatis mutandis. Further provisions are set out in the Archive Regulations of the IGM. A written declaration must be submitted to the archive stating that copyright and personal rights will be respected when using archival materials, and that personal information will be anonymized where appropriate.

On each day of visit, use of the library and archive must be recorded in the logbook provided. The desired library or archival material will be handed out by Institute staff and must be returned at the end of the working day.

The library and archival materials provided must be treated with the **utmost care**. In particular, it is not permitted to alter the internal or external order of the archival records, to remove archival components such as sheets, covers, seals, stamps, postage stamps, etc., to make or erase any annotations, or to use archival materials as writing or tracing pads. Users are liable for any damage caused by improper handling of the materials entrusted to them.

**Requests for copying and scanning** must be submitted to Institute staff in good time and require approval. Copying and scanning may only be carried out if the condition of the material allows it. Copying prices and conditions are set out in the information sheet displayed. When copying and scanning, copyright provisions must be observed and library and archival materials handled with care. Photography of library and archival materials is permitted only after prior consultation and without flash.

### **3. Lending**

Archival materials may not be borrowed. A large part of the library holdings can be borrowed locally or through interlibrary loan (see information sheet “Lending Regulations”).

### **4. Miscellaneous**

Bags and coats must be deposited in the cloakroom.

Eating and drinking in the seminar rooms, as well as the use of the kitchen, are not permitted for external users.

Use of the telephone system is not permitted, except that an exception may be made for local calls (registration required at the Secretariat).

The balcony door to the garden must be closed when the seminar room is left.

**Smoking is strictly prohibited throughout the building!**

## 5. Planned Publications

Permission for editions as well as for the reproduction of photomechanical copies of archival materials may be granted upon special application. This type of publication of materials from the archive or library requires the written consent of the Institute. For analogue or digital publications that are based to a substantial extent on the library and archival materials provided, a complimentary **deposit copy** must be provided to the Institute without request.

## 6. Technical Restrictions on Use

It is not permitted to

- change workplace or network configurations,
- remedy technical malfunctions independently,
- install programs from personal data carriers or from the Internet on the workstations, unless expressly otherwise regulated,
- use personal data carriers on devices that have not been expressly released for such use.

## 7. Organizational Rules of Use

All Internet workstations are primarily intended for study, teaching, and research purposes.

The Internet workstations are available to all users as follows:

- Without personal login, data can be accessed that
  - a) is stored on IGM servers,
  - b) is located on external servers, provides it concerns library-relevant sources such as databases, reference works, electronic journals or e-books.

- For **access to other external sources, personal login is required**. Authentication takes place by entering the assigned username and the corresponding password.

Stuttgart, June 2025

Dr. Marion Baschin, Head of Archive