

## General Rules for the Use of the Archive Collections of the Basler Afrika Bibliographien

1. The archives of the Basler Afrika Bibliographien (BAB) may only be consulted after bags and coats have been deposited at the Reception and the *General Declaration* has been signed.
2. Archive materials (including audiovisual material such as photographs and videos, as well as LPs, tapes, posters etc. and any digital material) can only be consulted on the premises of the BAB.
3. Archive materials may be withdrawn from access.
4. Archive materials should be treated with care. They must not be damaged, altered or re-arranged in any way, and the use of paperclips, bookmarks etc. is not allowed. Gloves must be worn when examining photograph collections (including albums, postcards and slides). Posters can be consulted only in the form of reproductions. BABs consent is needed when using own equipment of any kind.
5. Duplicates of and extracts from archive materials may be done only together with detailed source referencing, subject to citation rights and the protection of personal data following the Federal Law for Data Protection (DSG) of 19 June 1992, esp. Art. 12 and 13, of 3 October 2000 (in German, see attachment).
6. Reproductions of any kind (including photocopies) require the permission of a BAB staff member. Copying of photographs and posters requires written application. The reproduction and administrative costs involved will be met by the applicant. Complete copies or transcriptions of videos, LPs and tapes require the written consent of the copyright holder.
7. Any publication of BAB archive materials (in print media, in digital form or online) requires written permission. BAB may charge a copyright fee.
8. All materials can only be used for the agreed research and publication purposes. Their re-use by a third party or future use for other research projects (including publications) requires a new written consent form the BAB.
9. By signing the *General Declaration*, the author agrees to present one complimentary copy of the completed research work or publication to the BAB. In the case of *visual materials* (photographs, posters) *two* complimentary copies are to be supplied. This should be done as soon as the work is completed and without further approach from the BAB.
10. All other rules for the use of the BAB library also apply.

(version 4 May 2005)

