

General Archives Regulations of the Basler Afrika Bibliographien (BAB)

General

The Basler Afrika Bibliographien (BAB) is a private documentation centre run by the Carl Schlettwein Foundation. Its archive comprises archival collections with written, image, audio and film documents. It is accessible free of charge and within the framework of the following regulations.

Archival collections yield sensitive and usually unique cultural heritage and as such require careful and conscientious usage.

Opening Hours and Registration

Opening hours are during the official BAB opening hours.

We request pre-registration. Without this we cannot guarantee advice, support nor order handling of archival collections.

Research and Advice

Please refer to our central research tool, the online archives catalogue (in German and English). Older finding aids («Registraturen») are available as pdf documents in the online catalogue or can be downloaded from the BAB website via «Archive» and «Publications/Open Access».

Upon request, and within limits, we offer research advice and support with regard to archival collections. However, responsibility regarding archival research rests with the user.

Workspaces

We offer workspaces with WLAN and electricity connections. Kindly note that Swiss plugs are not necessarily compatible with plugs from other countries; you might need an adaptor. We provide a PC for research into our digital collections.

Individual workspaces can be arranged upon request.

Bags etc. are prohibited in our workspaces, as are food and any drinks. We provide lockers and request users to use their phones outside the workspaces.

Ordering of Archival Collections

Archival collections can only be consulted in-house and after having signed the so-called “General Declaration.” Kindly note that collections and/or individual documents can be subject to restricted or prohibited access. In special cases the so-called «Special Rules» can apply.

Archival collections can be ordered in-house; pre-ordering is not required. Kindly note that any order can only comprise a limited number of documents/files.

Handling of Archival Materials

Archival materials are to be handled carefully. We prohibit any changes regarding the documents and their order within a collection and regard these changes as an act of destruction. Documents need to be returned immediately after consultation in the same order as received. Any new orders can only be processed afterwards. Users can be requested to wear gloves whilst handling materials.

Technical Apparatus and Copies

Laptops, tables, smartphones, cameras etc. can only be used with the consent of the Archives staff.

Independent photocopying, photographing, scanning or downloading of (digital) archival material is prohibited. Any reproductions (photocopies, photographs including mobile phone photos, etc.) require the explicit consent from the Archives staff.

Copies/reproductions need to be ordered by means of a separate order form. We'd like to point out that such orders can result in reproduction and/or administration costs. The number of copies (both in digital or in paper form) is limited. Details regarding copyright and citation practices are explained in the "General Declaration."

Copyright

Responsibility regarding the existence of any rights of origins and copyrights rest with the user and the recipient of reproductions from the BAB archives.

May 2019