

APPLICATION FOR USE OF ARCHIVAL DOCUMENTS

Applicant:

Name (USE BLOCK LETTERS):.....

Nationality:.....Date of Birth:.....in:.....

Permanent Address:.....

(If necessary) Semester Address:.....

Phone number:.....

E-Mail:.....

Required Archival Documents:.....

Reason of usage: (underline the correct) scientific, official research, Exam paper, Dissertation, Doctorate, Festschrift, genealogical research (private):

Topic and expected form of publication (Monograph/Essay in a magazine /Miscellany):

If there is no publication planned: Are the results of research placed at an Institute and made publically available? Yes / No, if necessary: Name of the Institute

I agree to the terms and conditions of the University Archives Würzburg for the use of Archival Documents (see following page).

.....

.....

Place and time

Signature

Genehmigt: ja/nein	gez.:	ID:
--------------------	-------	-----

TERMS OF USAGE

1. You are only allowed to view the records of the Archives inside the reading room of the University Archives Würzburg. For the usage, the terms of the University Archives apply.

2. The excavated files will be made available to you for 2 weeks.

3. The user commits himself to send an exemplar of his work to the Archives of the University Würzburg for free, provided that she or he has used significant materials of the engagement with the University Archives.

4. It is only possible to make reproductions of the inventory of the University Archives, if it is guaranteed that the records remain unharmed and if there is no legal limitation. The University Archives will produce them for you. To order a reproduction, you need to fill out the form "Request for Reproductions".

- The permission to copy whole files will generally not be given.
- Copies out of personnel records without a number (hanging file folder) are only allowed in exceptional cases, by obtaining the permission beforehand.

Duplications for commercial matters or in bigger extents are not allowed. The right of reproduction and usage cannot be transferred to a third party without the allowance of the University Archives

5. For publications it is necessary to obtain the allowance of the University Archives before any visual reproduction. Reproductions can only be used for the approved purpose. Usage beyond that purpose (i.e. Digitalization, Storage in electronic data-management-systems, Internet publications) is prohibited. The User is responsible of the protection of every copyright and personal protection right.

**Universitätsarchiv
der Julius-Maximilians-Universität Würzburg
Oswald-Külpe-Weg 74
97074 Würzburg**

COPY FOR USERS TERMS OF USAGE

1. You are only allowed to view the records of the Archives inside the reading room of the University Archives Würzburg. For the usage, the terms of the University Archives apply.

2. The excavated files will be made available to you for 2 weeks.

3. The user commits himself to send an exemplar of his work to the Archives of the University Würzburg for free, provided that she or he has used significant materials of the engagement with the University Archives.

4. It is only possible to make reproductions of the inventory of the University Archives, if it is guaranteed that the records remain unharmed and if there is no legal limitation. The University Archives will produce them for you. To order a reproduction, you need to fill out the form "Request for Reproductions".

- The permission to copy whole files will generally not be given.
- Copies out of personnel records without a number (hanging file folder) are only allowed in exceptional cases, by obtaining the permission beforehand.

Duplications for commercial matters or in bigger extents are not allowed. The right of reproduction and usage cannot be transferred to a third party without the allowance of the University Archives

5. For publications it is necessary to obtain the allowance of the University Archives before any visual reproduction. Reproductions can only be used for the approved purpose. Usage beyond that purpose (i.e. Digitalization, Storage in electronic data-management-systems, Internet publications) is prohibited. The User is responsible of the protection of every copyright and personal protection right.

**Universitätsarchiv
der Julius-Maximilians-Universität Würzburg
Oswald-Külpe-Weg 74
97074 Würzburg**