

Rules for Visitors

1. Use of the Bauhaus Archive facilities – library, archives, photo library and collection of objects – for research and information purposes is open to everyone who shows a justified interest and observes the Rules for Visitors. Non-commercial use is free of charge; in cases of commercial use the Bauhaus Archive will charge an appropriate fee.

2. All users of the library and archive must enter their name and address in the visitors' book, thereby also agreeing to abide by the Rules for Visitors. The Bauhaus Archive is entitled to require users to provide identification. You must enter your name in the visitor book each time you visit. If you wish to view archive materials you must also complete the Application to Use the Archive, stating your personal details and field of research, as well as the intended use of the material.

3. Use of the Bauhaus Archive library facilities is restricted to the designated rooms in the Bauhaus Archive; objects are not loaned. The opening hours are displayed on a notice.

4. Visitors using the library and the archive are expected to work with great care. Coats, briefcases and larger handbags must be handed in before entering the reading room. Books and archive materials must be treated with care. For writing purposes, only graphite pencils are permitted. Behaviour which may disturb other users or staff, including loud conversations, is not allowed. Books and archive materials must be returned to the Bauhaus Archive staff after use (do not put books or archive materials back on the shelves yourself) and desks must be cleared before leaving the reading room. Folders and other receptacles must be opened if requested by a member of staff. Visitors are fully liable for any damage or loss they may cause.

5. The following restrictions must be observed when using the books and archive materials entrusted to you:

a. Where materials have been given to the Bauhaus Archive under the condition that particular restrictions are observed, these also apply to users.

b. Access to archive materials from living persons is only possible with the explicit written approval of the person concerned. Any form of publication also requires their explicit written approval.

c. We are entitled to refuse access to books and archive materials on grounds of the condition of the items or justified interests of the Bauhaus Archive.

d. Archive materials must be left in the order in which you find them. We are always grateful to be informed of errors and omissions regarding attribution.

e. The explicit approval of the Bauhaus Archive must be obtained before reproductions are made (including photocopies), and such reproductions must be used only for the stated purpose.

f. Use of the viewed archive materials in or for publications requires the written consent of the Bauhaus Archive and the copyright owner. All obligations ensuing from copyright law and personal rights must be observed.

g. The Bauhaus Archive bears no liability for third party claims resulting from violation of the aforementioned restrictions on use.

6. Where a publication is involved, users are obliged to cite the source of the original as the Bauhaus Archive, Berlin. Users agree to send a copy of every publication for which the archive materials of the Bauhaus Archive have been used to the Bauhaus Archive immediately after publication, unsolicited and free of charge.

7. In cases of serious contraventions of the Rules for Visitors, the Bauhaus Archive is entitled to exclude the visitor from using the archive.