

User Agreement

Latest Update: 14.10.2024

§ 1 Depot rooms

The DOMiD-reading room is designated for the usage of the DOMiD-library and archive. The library`s-reading room is freely accessible to users. The used publications are to be filed on the commode and will be brought back to the right shelf by DOMiD-staff members.

§ 2 Legal Situation

The stored archived records are available for public use as far as legal provisions in particular concerning personal rights and data security and special regulations relating to secrecy, contractual rules, in particular bailees and donors, or this user agreement, allow.

§ 3 Usage

The usage can, in case of legitimate interest, be personally accessed at DOMiD, FOLLOWING registration. The usage requires authorization and a respective registration. There is no entitlement to the utilization. The usage of the premises of DOMiD takes place after an agreement has been filed.

§ 4 User request form

§ 4.1 The user request is to be made at DOMiD in written form, by using a provided form. The request must indicate accurate information on the person, the purpose of use, the institution (customer) and the object of research.

§ 4.2 Users of the archive must prove their identity on request.

§ 5 Terms of use

§ 5.1 DOMiD grants utilization of the archives based upon the grounds of the user request form. There is no entitlement to the utilization.

§ 5.2 The terms of use are only approved to the applicant for the purpose mentioned in the user request form. Conditions and requirements may be attached. This applies in particular, if a shortening of the term of protection has been made in accordance with § 7.1; a possible requirement is for example a publication without personal data.

§ 5.3 When using the findings obtained through the archives, the rights and protectable interests of third parties have to be protected. Applicants may be held legally responsible in case of rights infringement.

§ 5.4 DOMiD is entitled to revoke any usage rights at any time.

§ 5.5 In case of violating the user agreement or requirements stated in the terms of use, the authorization automatically expires.

§ 6 Usage restrictions

§ 6.1 Archive documents are excluded from use, if legal provisions or regulations are opposed to any agreement concluded with the bailee, the depositary or the donor.

Search results can be saved in the database. Deletion is performed twice annually, on the 1st of January and on the 1st of July.

If search results are required beyond these dates, the archive team should be contacted.

§ 6.2 Archive documents can be excluded from use if legal reasons, legitimate interests of third parties or conservational reasons are invoked.

§ 6.3 Archive documents may not be used by third parties prior to the expiration of 10 years after the creation of the documents.

The terms of protection in case of person-related records is either 10 years after death or, if the year of death is known, 100 years after birth. If the year of death is unknown or 60 years after the creation of the documents, if neither the year of death nor the year of

birth is known or unless they are subject to special secrecy agreements of the federation, the same applies.

Under the consideration of mutual interest, the DOMiD-archive decides based upon individual cases.

§ 7 Shortening the terms of protection

§ 7.1 The request on shortening the terms of protection requires a written application at the DOMiD-archive. In case of individual related archive records, the user has to prove that the usage to achieving an intended scientific purpose is indispensable or that it is based in the predominant interest of the (former) owner or a third party.

§ 7.2 In the case of shortening the terms of protection, the DOMiD-archive decides in this regard.

§ 8 Terms of use

§ 8.1 The use of the records follows after the receipt of the terms of use. The order of archive records, where authorization is also permitted, is made by using the subscription form provided. It should be paid attention to provide complete information of the signature. Only a limited number of the records is presented at the same time.

§ 8.2 The archive, books and finding aids should be handled with utmost care.

§ 8.3 The user is obliged to leave the archival documents in the depot rooms, to maintain the interior order of the archive and to not damage, modify or endanger the conservation status.

§ 8.4 It is prohibited, to mark, to make notes or signs of any kind on the records, books and finding aids, to make facsimiles, to utilize the records as writing pads or to do anything, that could damage the archival records. Analog audiovisual materials must be rewound back before return.

§ 8.5 The taking or sending of records, books and finding aids is fundamentally not permitted.

§ 8.6 Taking photographs of the records is strictly forbidden. The DOMiD-archive grants exemptions in special cases.

§ 9 Reproductions

§ 9.1 Photocopying is only granted upon request and payment (see Fee schedule), by the archive staff members, unless stated otherwise. There is no entitlement to produce reproductions. The permission can be refused, if the agreement contradicts with the donor or depositary, if it generates unreasonable high extra efforts for the archival staff members or represents any danger for the records.

§ 9.2 Copies or scans of the publications in the library can be made self-contained in the copying room, for which fees are due, within the framework of free structure.

§ 9.3 Copies of the records and extracts of the data bank can be produced by the archive staff members.

§ 10 Using research results and reproductions

§ 10.1 Using research results is permitted only if used for the correspondent working topic, specified in the order form. If the user intends to utilize the research results for any other purpose, it must be approved by the DOMiD-archive.

§ 10.2 The following requires approval from DOMiD:

- (1) a deviation from declared usage stated in the user agreement,
- (2) the disclosure of research results and reproductions to third parties,
- (3) the publication of reproductions of the archive. The DOMiD-archive can attach conditions or requirements, such as the blackening out of all personal data.

§ 10.3 The used sources of the archive must be clearly indicated when publishing. The following rules for citation are binding:

- (1) Rules for citation in annotation: "DOMiD-Archive, Cologne" and the corresponding signature or submission number.

(2) Source in bibliography: "Documentation center and Museum of Migration in Germany e.V., Cologne (DOMiD)".

§ 10.4 Used publications must be cited according to bibliographic rules.

§ 10.5 A free copy of the scientific work has to unsolicitedly be made available by the user, to the DOMiD-archive.

§ 11 Liability

§ 11.1 DOMiD does not accept liability for any damages caused by the user.

§ 11.2 The user shall be liable in case of trespasses against copy and personality right, or against the justified interest of third parties, that are caused by violating the user's agreement or other conditions made by DOMiD.

§ 11.3 The user shall be liable for all damages caused to the archive as a result of his/her usage.

Fee schedule

1	Archive use	
1.1	Archive use:	free
1.2	Introduction to the database with counselling for up to 30 minutes:	free
1.3	Introduction to the database with counselling longer than 30 minutes:	60€/h
2	Reproduction	
2.1	Reproductions by the archive team	
2.1.1	Basic fee for reproductions:	5,00 €
2.1.2	Archives: paper copies (A4) b/w:	1,00 € / Page
	Archives: paper copies (A4) c:	1,50 € / Page
2.1.3	Archives: Paper copies (A3):	3,00 € / Page
2.1.4	Archives: Scan:	2,50 € / Page
2.1.5	Database extract: Expression:	1,00 €/Seite
2.1.6	Photos: printout on normal paper, b/w:	0,50 €

2.1.7	Photos: Printout on normal paper, c:	2,00 €
2.1.8	Publications: Single-sided / double-sided paper copies:	0,15 €/0,30 €
2.2	Independent reproductions by the user	
2.2.1	Publications: Paper copies (A4) b/w single/double-sided:	0,15 €/0,30 €
2.2.2	Publications: Paper copies (A4) f:	2,00 €
2.2.3	Publications: Paper copies (A3) b/w single/double-sided:	0,30 €/0,60 €
2.2.4	Publications: make your own scans:	free
3	Submit the reproductions	
3.1	Postal delivery of reproductions:	2,50 € + Postage
3.3	Burn a CD:	5,00 €
3.2	Data transmission by e-mail:	2,00 €
4	Publication of reproductions	
4.1	For a run of up to 500 pieces:	by arrangement
4.1.1	Photographs:	
4.1.1.1	Professional photographer rights:	min. 95 €
4.1.1.2	Private rights:	min. 75 €
4.1.2	Other / non-scientific purposes:	by arrangement
4.2	For a print run larger than 500 pieces:	by arrangement