

Regulations for Use of the Archive of Historisch-Technisches Museum Peenemünde GmbH

1. Preamble

The archive of Historisch-Technisches Museum Peenemünde GmbH has the function of both an administration archive (storage of official written material that is no longer required) and a museum archive (safekeeping, care and use of historical archived material).

Many archived documents in the museum archive are unique copies that cannot be replaced in the event of loss or damage and that have been given to the HTM Peenemünde by employees of the former army and Luftwaffe testing sites or victims of persecution under the Nazi regime, their relatives and other private persons. Considerate handling of the sources located in the archive is necessary to preserve them for future generations. Moreover, the archive and its users are obliged to protect copyrights, personality rights and interests worth protecting of third parties. These regulations for use apply for both purposes.

2. Use

- 2.1. The archived documents kept in the HTM Peenemünde GmbH archive may be used upon prior appointment in accordance with the applicable regulations for use of the archive of Historisch-Technisches Museum Peenemünde GmbH if there is a legitimate reason and statutory provisions or other significant reasons (e.g. poor preservation state of archived documents or special agreements with lenders) do not prevent this. A legitimate reason will exist if the use is requested for official, scientific, local history, family history and educational purposes or for the safeguarding of personal interests. There is no entitlement to use.
- 2.2. Use is generally carried out by personal inspection of the original archived documents or reproductions thereof. In the case of smaller research questions, the provision of written information in accordance with the applicable schedule of fees at the time is possible for the archive of Historisch-Technisches Museum Peenemünde GmbH.
- 2.3. The archived documents may only be looked at on the premises of Historisch-Technisches Museum Peenemünde GmbH. The issue of archived documents is carried out by employees of Historisch-Technisches Museum Peenemünde GmbH. Employees of Historisch-Technisches Museum Peenemünde GmbH may act as supervisory staff. Lending is not possible.
- 2.4. Before use, an application for use must be filled out, in which the name and address of the user and the purpose and subject of research must be indicated. For scientific use, the type of scientific work and university institution, and the name of the mentoring university lecturer, must be stated. The archive will decide on the approval of the application for use. An individual application for use must be submitted for each research project.
- 2.5. The archive user must prove his/her identity accordingly. Historisch-Technisches Museum Peenemünde GmbH is entitled to create a copy of the personal identification and attach it to the application.

- 2.6. For the use of the archive, the conditions and terms of protection of the archiving law for the state of Mecklenburg-Vorpommern (Landesarchivgesetz – LArchivG M-V) from 7 July 1997, and the last change taken into account from 20 July 2006 and the data protection provisions of the law on the protection of citizens in the processing of their details (Landesdatenschutzgesetz – DSG M-V) from 28 March 2002, apply. By signing the application for use, the user undertakes to protect the existing copyrights, personality rights and other legitimate interests of third parties. The user must hold itself responsible for any violations suffered by the entitled parties.
- 2.7. Authorisation for use may be linked with conditions and requirements, e.g. to treat certain information confidentially or anonymise names.
- 2.8. Authorisation for use may be limited or denied with good cause, apart from the reasons named in §9, Sect. 2 of the LarchivG M-V from 7 July 1997, especially if
 1. during previous use of archived documents, serious violations of the regulations for archive use or other relevant provisions of HTM Peenemünde GmbH, the municipality of Peenemünde or the State of Mecklenburg-Vorpommern were committed,
 2. the state of order of the archived material does not permit use,
 3. archived material is not available for official reasons or because of official or other use at the same time,
 4. the purpose of the archive use can be sufficiently fulfilled otherwise, in particular by viewing printed works or reproductions,
 5. properly charged fees have not been paid.
- 2.9. Authorisation for use may be revoked or retrospectively subjected to conditions, if
 1. the details in the application for use are not or no longer correct,
 2. reasons become known that would have led to the use being denied,
 3. the user has repeatedly or seriously violated the archive use regulations,
 4. conditions of use or requirements have not been adhered to, or copyrights, personality rights or other interests worth protecting of third parties have not been observed.

2. Handling of archived material

- 2.1. Archived material is to be handled with the greatest care. In particular, it is forbidden to change the state of order and sequence of the pages in the archive unit, remove individual parts, write in the archived documents, erase existing notes or do anything else that changes the condition of the archived material. When looking at photograph extracts, the archive gloves provided are to be used.
- 2.2. Eating and drinking is not permitted while using the archived documents.
- 2.3. Users are prohibited from photographing, scanning or copying archived goods without prior permission from HTM Peenemünde GmbH.
- 2.4. Improper handling, damage or changes of/to the archived documents may lead to authorisation for use being removed. The user is liable for any damage he/she causes to the archived material.

3. Use of technical tools

- 3.1. The use of technical tools is generally permitted in connection with the use of archived documents.
- 3.2. The use of the user's own devices requires approval by the archive and may be denied.
- 3.3. The archive's own reading devices are available to the users to the extent possible. There is no entitlement to their use.

4. Creation and use of reproductions

- 4.1. To a limited extent, copies or scans of the archived documents presented can be made by employees of the archive upon request. The costs incurred will be regulated by the schedule of fees for the archive of HTM Peenemünde GmbH. There is no entitlement to the creation of reproductions. The reproduction of whole (partial) collections is not allowed. The decision as to which material may be copied or scanned will be made solely by HTM Peenemünde GmbH.
- 4.2. Copies and scans are intended solely for personal use. The user assures that he/she will only analyse them for the purpose indicated and will not pass them on to third parties.
- 4.3. The right to the use of copies or scans is not connected to the provision of them. The publication, transfer or duplication of reproductions from the archive of HTM Peenemünde GmbH is only allowed with prior permission from HTM Peenemünde GmbH and with the sources being stated. Additional costs in accordance with the fee regulations for the archive of HTM Peenemünde GmbH may occur.
- 4.4. When publishing or citing sources of HTM Peenemünde GmbH, the following source citation must be given: "HTM Peenemünde, archive, [signature]".
- 4.5. The user is obliged to provide an exemplary copy, unprompted and free of charge, of any publication for which archived documents from the archive of HTM Peenemünde GmbH have been used, to HTM Peenemünde GmbH. This also applies for unpublished work such as research, seminar or exam papers.

5. Coming into force

These regulations for use come into force on 1 January 2017.

Michael Gericke
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