

# **Regulations for Use of the Library of Historisch-Technisches Museum Peenemünde GmbH**

## **1. Preamble**

The library of Historisch-Technisches Museum (HTM) Peenemünde GmbH provides literature and information services as a basis for research work on the premises.

This includes:

- the procurement, development and lending of monographs and journals,
- the creation and maintenance of a bibliographic database of the inventory,
- the provision of printed and electronic research material and
- information and advice for all bibliographic and information technology questions.

## **2. Use**

- 2.1. The library of HTM Peenemünde GmbH is a reference library with lending opportunities for employees of the company. Books may only be used in the museum, and taking library property outside of the building is not permitted. The relationship between users and the library is based on the provisions of the German Civil Code (BGB). All persons, independent of the type of their relationship to HTM Peenemünde GmbH, who use library resources within the framework of their assignment and within the framework of their relationship to HTM Peenemünde GmbH, and for research purposes, are obliged to observe the regulations for use.
- 2.2. All employees, trainees and guests of the museum are able to use the library for the duration of their employment relationship. New employees and guests are asked to register with the archive management for a library induction when using the library for the first time.
- 2.3. External library users may use the library inventory on-site as a day visitor by prior arrangement, if they have a legitimate interest. A legitimate interest will exist if the use is requested for official, scientific, local history, family history or educational purposes in particular, or for the safeguarding of personal interests. There is no entitlement to use the library. The use of the library for commercial purposes is not permitted.
- 2.4. Use is generally carried out by personal inspection of the original library material or reproductions thereof. Library material is issued by the archive management of HTM Peenemünde GmbH. Employees of HTM Peenemünde GmbH may work for external users in a supervisory capacity. For the issue of library material and the supervision of external users, fees may be charged in accordance with the applicable schedule of fees for the archive of Historisch-Technisches Museum Peenemünde GmbH.

- 2.5. An application form must be completed before use by external users. This must include the name and address of the user, as well as the purpose and topic of the research. 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,
- 2.6. External library users must prove their identity accordingly. HTM Peenemünde GmbH is entitled to create a copy of the personal details and attach it to the application.
- 2.7. Should a user violate the provisions of these regulations for use, the permission for use may be taken away from him/her.

### **3. Information**

The archive of HTM Peenemünde GmbH shares verbal and written information about the library and its inventory within the scope of its possibilities, with the aid of its catalogue, and the electronic resources and inventories. For the issuing of information to external users, fees may be charged in accordance with the fee regulations for the archive of Historisch-Technisches Museum Peenemünde GmbH that are applicable at the time. No guarantee of the correctness and completeness of the information issued is provided.

### **4. Conduct and duty of care**

- 4.1. The library materials must be treated with the utmost care. In particular it is forbidden to change the order state and sequence of the library material, remove individual parts, write in library material, erase existing notes or do anything else that changes the condition of the library material. The placing or leaving behind of marking labels is not permitted. When looking at fragile materials and works that were created before 1945, the archive gloves provided are to be used.
- 4.2. Coats, bags and food may not be taken into the library. Eating and drinking is not permitted while using the library materials.
- 4.3. Each user is responsible for observing the existing copyright provisions.
- 4.4. Improper handling, damage or changes of/to the archived documents can lead to authorisation for use being removed. The user is liable for any damage he/she causes to the archived material.

## **5. Creation and use of reproductions**

- 5.1. For employees, trainees and guests, the creation of copies for their activities at HTM and for scientific purposes are free. External library users are prohibited from photographing, scanning or copying library material without prior permission from HTM Peenemünde GmbH.
- 5.2. To a limited extent, copies or scans of the archived documents presented can be made by employees of the archive, upon request and with permission from HTM Peenemünde GmbH, for external users. 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 about which materials may be copied or scanned will be made solely by HTM Peenemünde GmbH
- 5.3. Copies and scans are intended solely for personal use. The user assures that he/she will only analyse them for the purpose indicated and not pass them on to third parties.
- 5.4. 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 library 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 schedule of fees for the archive of HTM Peenemünde GmbH may occur.
- 5.5. When publishing or citing sources of HTM Peenemünde GmbH, the following source citation must be given: "HTM Peenemünde, archive, [signature]".
- 5.6. 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.

## **6. Coming into force**

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

Michael Gericke  
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