Terms of use for the ethnographical collection’s archives at the Bernisches Historisches Museum

1. Access and general remarks
   1.1. These terms outline how the documents kept in the ethnographical collection’s archives at the Bernisches Historisches Museum (BHM) are to be used.
   1.2. The archived documents may be accessed upon request by visitors with a legitimate academic interest.
   1.3. Bags, backpacks, briefcases, coats or food and drink may not be brought into the study room. Instructions given by staff members must be followed at all times.

2. Research and ordering archived material
   2.1. A finding aid is published on the BHM website in order to allow research preparation.
   2.2. To access the original documents the desired archived material must be ordered in advance by submitting an application (stating the relevant catalogue number) to the head of documentation at the BHM.
   2.3. The application specifying the archived material you wish to consult must be submitted in good time; generally, this means at least two weeks before the intended visit to the archives.
   2.4. Once the application has been processed, you will be given a date for your visit. This will take place on the premises of the BHM during regular office hours.

3. Use
   3.1. Archived material may be consulted solely on the premises of the BHM.
   3.2. Only staff members working in the BHM’s documentation team may deliver and return archived materials. Users may not enter the archives’ premises.
   3.3. Users are obligated to handle the archived materials with due care and attention. Repositories containing records must be kept in good order and documents must remain in the correct sequence.
   3.4. If several archive items have been ordered at the same time, our staff is free to deliver items one at a time and only after archived material that has already been consulted has been returned.
   3.5. The BHM reserves the right to restrict the use of its archived materials if circumstances so require, specifically for legal (term of copyright, data protection, privacy rights), documentation (archives that have not yet been indexed) or conservation (if the item is in poor condition) reasons.
   3.6. Users are personally responsible for observing the data protection provisions to protect privacy rights. Users agree to observe copyright and ownership rights.
   3.7. Handwritten transcriptions or such typed on a tablet/laptop are permitted.
3.8. Archived materials may be photographed without flash but only if this poses no risk to the original document. Before any photographs are taken, a request must first be submitted on site by filling out a form («Photographs of objects and archived materials at the Bernisches Historisches Museum taken by third parties»).

3.9. Professional reproductions of selected documents, in particular for use in printed and digital publications, can be provided by the BHM upon request and will be charged based on the applicable fees for image requests.

3.10. Each publication (print, audiovisual, electronic) of a document from the BHM’s collection requires the express consent of the museum and must clearly quote the source (e. g. «Bernisches Historisches Museum, catalogue number: BHM – A.001.001.001.001»).

4. **Special services**

4.1. Staff members of the BHM are available to provide brief scientific information regarding the item as well as advice if such a request is made in advance. Visitors are not entitled to reading assistance or help with translations.

4.2. A fee may be charged for services that exceed the standard provision (i. e. brief information and advice).

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