

Regulations of Use for the usage of literary and artistic estates and archives in the International Youth Library Foundation



General

The collection of the International Youth Library Foundation (IYL) can be used at no charge for scientific, literary or publishing works and studies. Fees and charges shall be raised for certain services, such as reproductions and their use.

1.

An application for use must be submitted before the estates and archives are used.

2.

Students who wish to use the archives for their examinations, bachelor's or master's theses must submit a recommendation from their academic teacher.

3.

The archives must be returned in case the workplace is left for a longer period as well as 15 minutes before the study room closes. In principle, the materials may not be removed from the study room or passed on to other users.

4.

During the use of estate and archive materials, only pencil and paper can be used, which can be lent out by the study room supervisors. Writing in and on the objects as well as placing books or other materials on them is strictly prohibited.

5.

Permission to consult the archival records does not include permission to publish them. The publication of quotations from the original texts, both in their complete form or in excerpts, requires the prior consent from the International Youth Library Foundation. This must be obtained separately by an application for permission to publish.

Publications in all media are subject to authorisation, thus including those on electronic data carriers and in data networks. In case of a violation against these regulations, the user can be excluded from further use of the estates and archives. The pursuit of further-going claims, especially those of default and compensation for damages, is reserved for IYL. In the case of archival materials under copyright protection (usually for 70 years following the death of the copyright holder), the application for authorisation to publish must be accompanied by written permission of those entitled (the author/copyright holder, his or her legal successor or other holders of rights).

6.

The user is responsible for ensuring that these rights are observed and is alone liable for this. He/she releases the International Youth Library Foundation from any liability caused by their actions. If archive material is exploited, users are obliged to present a copy example at no charge to the International Youth Library of all publications and their later editions or post-exploitations as soon as these appear. The same applies to exams, bachelor's and master's theses.

7.

The publication must name the holder of the exploitation rights and the International Youth Library Foundation as the owner of the archives.

8.

Upon granting permission to transcript/reproduce or publish materials, the International Youth Library Foundation does not lose its own right of exploiting these materials in any form or allowing other persons to exercise such exploitation.

9.

Materials (manuscripts, letters etc.) from living people cannot be made available unless allowed by the person concerned. The same applies to the recipients of letters who are still alive. Appropriate written approval must be presented to the International Youth Library Foundation if no general permission has been granted by the person concerned for inspection in the reading room of the International Youth Library Foundation.

10.

As a rule, the reproduction of archives can only be approved to a limited extent; this therefore excludes the complete copying of comprehensive manuscripts or complete series of letters. A decision is made on exceptions, such as edition projects, in each single case. Such copies are intended solely for personal use; the user assures that the materials are exploited for the intended purpose and are not passed on to third parties. Reproductions of precedent estates, legacies and archives are solely made by employees of the library.

Further regulations

1.

A member of staff provides all the information required for use of the catalogues. Users to be introduced who require further advice are registered with the head of library services.

2.

Materials required for use are ordered by stating the title of the documents and the "Signatur" (corresponds to the acquisition number). The materials must be treated carefully and returned in the order they were presented. The users are obliged to report any damage or defects immediately. If a report is not made, it is assumed that the materials have been handed out in pristine state. Likewise, upon receipt and return, the user and the supervisor shall jointly ensure that the borrowed materials are complete. References to defects and errors in the attribution or classification are gladly accepted by the supervisors in the study room. It is forbidden to make any removals, highlights, underlines, crossings out, rubbings out, cut-outs or photographing etc. In principle, the materials may not be removed from the reading room or passed on to other users. Their return is acknowledged by a copy of the borrowing slip.

3.

Above and beyond these Regulations of Use, instructions issued by the supervisors in the study room and the responsible staff members of the individual departments are binding for the use of the materials.

4.

Materials in the collection can be blocked from inspection or exploitation or their use can be restricted in the following cases:

- For reasons of preserving the copyright and personality rights (see the Copyright Act and the Bavarian State Archive Act).
- In special cases, perhaps with holdings that bind the International Youth Library Foundation itself with particular regulations.
- If the purpose of research can be achieved with materials that have already been printed, filmed or digitalised.
- If the state of conservation or order of the materials requires this.
- In case of holdings whose publication has been initiated by the International Youth Library Foundation itself. In the case of materials that are being scientifically processed in a different context, the exploitation can be restricted.

5.

Users are liable for damage and losses of materials, which occur during use (i.e. between handing out and their return). In addition, users release the International Youth Library Foundation from any liability that is caused by their actions.

Concluding provisions

1.

The following uses and cases that go beyond the Regulations of Use require special agreement with the International Youth Library Foundation:

- The exhibition of archive holdings as well as lending them out for this purpose;
- Editions and facsimiles of autographs, rarities, graphics and photographs;
- Reproduction of archive materials by users or on behalf of users for commercial purposes;
- Ordering archive holdings to produce reprint templates.

2.

If users violate the provisions of the Regulations of Use seriously or repeatedly, or if the continuation of the usage relationship has become unreasonable due to other circumstances, they can be excluded temporarily or permanently from the use of the International Youth Library. The right of use granted with the identity card can be revoked at any time, a revocation is instantly effective. There is no legal claim to usage. All the user's obligations arising from the usage relationship and the claims of the International Youth Library Foundation also remain in existence after the right of use has been revoked.

3.

The legal relationship between the International Youth Library Foundation and the user is based on private law. The place of fulfilment is Munich.

4.

German laws apply in addition.

5.

The Regulations of Use enter force on 01/05/2011 according to the resolution passed by the director of the International Youth Library Foundation.

Munich, 01/05/2011, updated on 12/06/2023.

Director of the International Youth Library Foundation

Dr. Christiane Raabe