

User Application for the Archive of the Fritz Bauer Institute

1. User and Other Participants:

First Name: Surname:

Job/Academic Qualification:

Street Address:

Postcode: City:

Telephone Number: Email:

Employer, if use is not for private purposes:

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2. Information on Use:

Topic:

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Purpose:

Academic: ☐ Habilitation ☐ Dissertation ☐ Master's, Bachelor's, or similar thesis or
state exam ☐ Coursework ☐ Essay

☐ Other:

Name of Supervisor (in case of theses and coursework):

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Journalistic: ☐ News article ☐ Film ☐ Radio ☐ Television

☐ Other:

Private: ☐ Genealogy ☐ Local History ☐ Research

☐ Other:

Historical Pedagogy:

☐ Exhibition

☐ Publication

☐ Other:

Are the research findings intended for publication?

Yes:

☐

No:

☐

If yes, in what form?

Place and anticipated date of planned publication:

.....

3. Collection of User Data:

Users are not obligated to provide the data requested in the user application form. However, the application can only be processed if the necessary information is provided (points 1 – 3).

This data is collected in accordance with the Archival User Regulations (ArchivBO) of 10.07.2017, Para. 3, Art. 3, and is stored and processed exclusively for the professional purposes of the Fritz Bauer Institute. This data will remain at the Fritz Bauer Institute and will not be shared with third parties. By signing this user application, users agree to have their data and topic stored.

The Fritz Bauer Institute hereby informs its users that they are entitled to the following rights according to the General Data Protection Regulation (GDPR) of 24.05.2016:

- the right of access to processed personal data (GDPR, Art. 15),
- the right to rectification of inaccurate personal data (GDPR, Art. 16), and
- the right of erasure, limitation of processing, and objection to processing in the event that all legal requirements are met (GDPR, Art. 17, 18, and 21).

Do you moreover agree to the disclosure of your topic and name to other users of the archive of the Fritz Bauer Institute? Yes: ☐ No: ☐

4. Declaration:

I hereby confirm that I have been shown the ArchivBO of 10.07.2017, the Fees Structure for the Archive of the Fritz Bauer Institute – GebO, as well as the Reading Room Regulations for the Archive of the Fritz Bauer Institute – LeSaO in their currently valid forms, that I recognise these, and that I agree to abide by the regulations outlined therein.

I have noted the following points in particular:

- 1) I will be granted user rights exclusively for the topic cited above. Any other use of the insights gained from archival materials seen during my visit requires the express written permission of the archive of the Fritz Bauer Institute.
- 2) Photocopies and other reproductions of archival materials constitute personal working materials. They may only be reproduced, published, or shared with third parties with the express written permission of the archive of the Fritz Bauer Institute.
- 3) The inspection of archival materials may affect copyrights, personal rights, and rights of exploitation as well as issues worthy of protection affecting natural and legal entities. I will respect these rights and recognise that I would personally have to account to the affected parties for any infractions of these rights. I hereby release the Fritz Bauer Institute of any liability in the event of infractions.
- 4) I undertake to engage carefully with the archival materials handed out to me in accordance with the ArchivBO and the LeSaO.
- 5) I undertake to submit a copy of any publication (print or other form) that emerges from significant usage of the archival materials of the archive of the Fritz Bauer Institute immediately after publication and without charge to the Fritz Bauer Institute.

Frankfurt am Main, on

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Signature: User

Processing of User Application
(Only to be filled out by the archive!)

1. **Archive Staff Member:**

2. **General Inspection and Instructions**

2.1 Presentation of ID ☐

2.2 Registration in user log ☐

2.3 Collection of user fees ☐

3. **Archival Materials to be Viewed**

3.1 Archival materials not subject to protection periods or limitations on approval ☐

3.2 Archival materials subject to protection periods:

– Was a reduction of the protection period approved? ☐ Yes ☐ No

– If yes: append a copy of the approval citing applicable conditions ☐

3.3 Archival materials subject to limitations on approval by third parties (e.g. deposits and intermediary archival materials:

– Has the appropriate party provided approval? ☐ Yes ☐ No

– If yes: append a copy of the approval citing applicable conditions ☐

4. **Approval**

This application was approved: ☐ Yes ☐ No

The following conditions have been applied:

Frankfurt am Main, on

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Signature: Archive staff member