

# REGULATIONS FOR USE

## OF THE BANK HISTORY ARCHIVES OF THE OESTERREICHISCHE NATIONALBANK, 1090 VIENNA, OTTO-WAGNER-PLATZ 3

### Preamble

The Bank History Archives shall make its records available to the general public pursuant to the provisions of the Austrian Federal Archives Act, Federal Law Gazette Part I No. 162/1999, and subject to compliance with these regulations for use.

### A Conditions for Use

1. Persons shall have a right to obtain information within the scope of the provisions of Article 7 of the Federal Archives Act under the condition that
  - the archive material is accessible,
  - the persons seeking information submit the data needed to find this information, and
  - that providing the information does not require a disproportionate effort.

The information shall not be provided if the interest of the requesting party conflicts with the overriding legitimate interests of another party or of the general public pursuant to Article 7 paragraph 3 leg. cit.

2. In compliance with the term of protection provisions under Article 8 leg. cit., only those persons shall be permitted to examine the archive material of the OeNB in accordance with Article 9 paragraph 1 of the Federal Archives Act who credibly do so for
  - an official purpose,
  - a scientific purpose,
  - a journalistic purpose, or
  - justified personal interests.

3. Pursuant to Article 9 paragraph 4 of the Federal Archives Act, the use of archive material shall be restricted or forbidden especially in cases in which
  - use would present a risk for the archive material,
  - use would entail an unjustifiable administrative effort,
  - use would make it unjustifiably difficult to fulfill archive tasks,
  - the archive material is not available because it is already being used, or
  - the user has violated the Regulations for Use repeatedly or seriously.
4. External users (including retired OeNB staff) shall fill out an Application for Use the first time they wish to access the archives, stating their personal data (name, address, profession, nationality) and application details (purpose, topic, client etc.). Moreover, applicants shall state the type of information they are seeking, as well as the period on which they intend to focus their research.

Applicants shall also sign a Consent Agreement in which they certify that they will follow the provisions of the Regulations for Use.

Application for Use and the Consent Agreement forms are available at the Bank History Archives and may be sent by mail, fax or e-mail on request.
5. The filled out forms shall be handed in or sent to the Bank History Archives of the Oesterreichische Nationalbank well ahead of the planned research stay.
6. If the Oesterreichische Nationalbank should come to the conclusion that the prerequisites for examining the archive material have not been fulfilled and an applicant should therefore be barred from accessing the archives, a written notice stating the reason shall be sent to the applicant. If this is not the case, permission to examine the archives

(Permission for Use) shall be granted, and the applicant shall be informed thereof in writing. The applicant shall present the Permission for Use to gain access to the archives.

7. External users shall make an appointment for their research stay with one of the curators of the Bank History Archives in writing or by telephone.

## B General Conditions for Use

1. Use of the Bank History Archives shall be free of charge.
2. External users shall present photo identification to the curators.
3. Briefcases, purses, umbrellas, coats and jackets, laptop covers and the like must not be taken along into the visitor area. These items shall be deposited in lockers set up outside of the visitor area. Visitors shall keep the key to their lockers with them for the duration of their stay.
4. Smoking, eating and drinking is prohibited in the visitor area.
5. Principally, records may be photocopied under supervision. However, users must request permission to make photocopies from the curators first.

Visitors have access to a photocopier free of charge, provided the amount of copies remains within reasonable limits.

If the state of a record or its subject matter should rule out photocopying, the curators may prohibit photocopying of that record.

6. Special permission shall be required to use technical equipment to copy records, e.g. photo cameras or scanners.
7. All users must stay in the visitor area for the duration of their research stay. Users must not remove archive material from the visitor area.

Moreover, users must not pass archive material to

other users in the visitor area.

The archive material received may principally be used only for a limited period.

8. Archive material cannot be sent to users by mail.
9. The curators shall keep records of every request for use and every process involved to reconstruct who used what records and when in the event that any questions should arise.

### C Handling of Archive Material

Users are obliged to handle archive material with the utmost care and shall be liable for any damage they cause to the material.

### D Dissemination and Publication of Research Results

1. Users may examine the archive material only for the purpose for which they receive a Permission for Use. Special permission is required for any other use of the insights gained from examining the material.
2. On publication of the material, the sources of the archives shall be stated (this applies also to photographs and records shown in illustrations).
3. Users must not disseminate any information and records which do not fall within the scope of their Permission for Use and which they come upon accidentally.
4. When publishing works, users must comply with the provisions of Article 11 of the Federal Archives Act; above, all, personal data must not be published until 10 years after the death of a natural person or the demise of a legal person, unless the parties involved have explicitly given their consent to the publication. If the year of death cannot be ascertained, the term of protection shall end 110 years after the birth of the natural person. The dissemination of personal data shall be permitted before expiration of this period, however, if it is an overriding legitimate public

interest because of the position the person occupies in public or for another public interest reason. This shall not apply to highly personal information.

5. Users shall be solely responsible for safeguarding the personal rights and observing compliance with copyright protection laws.
6. For documentary purposes, users shall be obliged to provide the Bank History Archives with a copy of their work based on the archive material free of charge and without explicitly being asked to do so.

## E Liability

The Oesterreichische Nationalbank shall not be liable for any harm or injury users of the Bank History Archives suffer during their stay.

Governing Board (Direktorium)  
of the  
Oesterreichische Nationalbank



Please state what type of material you need (files, protocols, plans, photos, etc.) and from which historical period:

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.....  
.....

Client or supervisor (name and address) if the material is not required for personal use only:

.....  
.....

I have already worked with material from the Bank History Archives of the Oesterreichische Nationalbank

yes                       no

I have carefully read this application. I hereby certify that I have provided the information to the best of my knowledge correctly and completely.

\_\_\_\_\_  
place

\_\_\_\_\_  
date

\_\_\_\_\_  
signature

for internal use only:

internal notes:

presented ID card:

number of ID card:

issued by:

date of first visit:

# CONSENT AGREEMENT

Oesterreichische Nationalbank /

Bankhistorisches Archiv

Otto-Wagner-Platz 3

A-1090 Wien

I have received the Regulations for Use of the Bank History Archives of the Oesterreichische Nationalbank and have taken note of them.

I hereby certify that I will follow the provisions of the Regulations for Use.

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place

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date

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signature

enclosure: Regulations for Use