

# **Regulations for Use Siemens Archives / Siemens Historical Institute**

## **1. Purpose of use**

The Siemens Archives are part of the Siemens Historical Institute and thus an institution of Siemens AG. The primary aim of the Archives is to serve the company. When possible within the scope of official activity, the Archives can also be used for academic research by members of academic institutions after permission has been granted and these regulations have been acknowledged in writing.

## **2. Application for use**

2.1. Applications to use the Archives must be made in writing. Full details must be provided regarding the purpose of the visit, the subject of the work in question and the client.

2.2. All users must sign an acknowledgement of the Regulations for Use, which is to be renewed every year in the case of extended research projects.

2.3. All users must present identification to Archives employees and to the company's security personnel upon request. Any instructions given by employees are to be followed.

## **3. Permission for use**

3.1. Permission to use the Archives is granted at the discretion of the head of the Siemens Archives.

3.2. Permission is granted to the applicant alone and only for the purpose stated in the application. If information obtained from the Archives is to be used for a purpose other than that stated in the application, separate permission must be obtained.

3.3. Permission may be revoked at any time if the user infringes on regulations.

## **4. Use**

4.1. The use of the Archives is free of charge and possible only by appointment. If a user is unable to keep scheduled appointments, they will be cancelled in the interest of other users. If assistants or auxiliary staff are enlisted, they must be registered individually, specifying name, address and activity.

4.2. Users are provided with a workspace as far as one is available. The workspace is equipped with a PC on which an internal research program is installed. The use of one's own technical devices (such as laptop, tablet, dictation machine, etc.) in the archive rooms requires explicit permission.

Connecting the computer workstation to external storage media (USB sticks, smartphones and external hard disks) is prohibited.

4.3. Archive material is provided in accordance with the resources available to the archive staff. The order quantity is limited to ten records per application and day of use. Users do not have the right to request large amounts of material within a particular period of time.

4.4. Archive material may be viewed only in the user room. It is not permitted to take it elsewhere in the building. All users must handle archive materials carefully and return them in the order in which they were received or leave them at their workspace. In particular, material may be viewed only when wearing the gloves provided, and it may not be folded, used as a desk pad or written on in any form.

4.5. Jackets, bags and other receptacles must be left with the supervisor.

4.6. Food and drink are not permitted in the visitors' room.

## **5. Restrictions on use**

5.1. Visitors do not have a general right to use archive material. Use can be refused or given only conditionally if the secrecy of the material is to be maintained or if its use runs counter to the interests of the Archives, the company or the providers of the archive material or to legal provisions.

5.2. Access to archive material can also be refused if there is no guarantee that it will be handled with care, or if its condition would be impaired through use, or if the purpose for which it is required can be served by using printed works or other publications that are freely available.

5.3. 5.3 The use of archive material may also be refused or restricted if the archive material is temporarily required for the purposes of the company.

## **6. Handling of archive material and reproductions**

6.1. A copy of every manuscript or publication produced with the help of our archive material must automatically be presented free of charge to the Siemens Archives. This also applies to unpublished finished works (manuscripts).

6.2. Extracts from archive material (reproductions, notes, sketches, etc.) may be made only in pencil or electronically. They must be shown to the archive staff upon request.

6.3. To avoid damaging archive material, it is not permitted to photograph the material with cameras, smartphones or similar devices. Likewise, for reasons of conservation, photocopying is not allowed.

6.4. Archive material may not be passed on to third parties and may be published or presented only with the permission of the Siemens Historical Institute. The rights to photographs, films and digitized content remain with the owner. In the event of suspected misuse, the user authorization may be restricted or completely revoked.

6.5. Users commit themselves to the factually correct publication of information based on material from the Siemens Archive. The sources used are to be cited individually and fully in the work, including the archive signature (for example: "SAA 20193" or, in the case of an estate, "SAA 4.Lf 768, Carl Friedrich von Siemens, unpublished collection").

## **7. Liability**

7.1. Siemens AG accepts no liability for damages incurred by users while visiting the Siemens Archives / the Siemens Historical Institute. Users are themselves liable for any damage they may cause.

7.2. Users must respect copyright and personal rights as well as the legitimate interests of third persons and are themselves responsible for any infringement on these rights and interests. They may be prosecuted for any violation of these rights and interests.

## **8. Validity**

The Regulations for Use take effect immediately.

Berlin, July 1, 2019