



Agreement

regarding the utilisation of collection inventories

Agreed upon below are the terms & conditions and usage provisions for **reprographies and materials** that originate from the utilisation of collection inventories and/or the archive, magazine and library rooms of the District Museum, as well as the provisions that apply to the **utilisation/viewing** of the aforementioned rooms.

Photos and reprographies from the archive of the Wewelsburg District Museum are, on principle, only available for **a fee**. The right to grant exceptions remains reserved. The Wewelsburg District Museum checks the completed application upon receipt. Subsequently, the user will be informed of the further process and any fee, where applicable. Any required powers of attorney must be presented with this letter. The requested service will only be provided once payment has been received.

Please fill in the following boxes:

I. Information regarding the user

Note: The personally identifiable information will be stored in the usage file of the Wewelsburg District Museum.

Institution/Organisation	
Last name, First name	
Title/Function (where applicable)	
Street, house number	
Postal Code, City	
Country	
Tel.	
Fax	
Email	

Delivery address (where applicable):

Recipient	
Street, house number	
Postal Code, City	
Country	
Email	



II. Desired use

a) Photo reproduction(s)

I apply for approval to reproduce the following images:

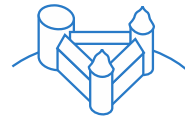
Title/Designation	Inventory number or page number and/or image number/title of the publication

b) Inspection

I request to take a look at the collection and archive inventories of the District Museum. The inspection will take place exclusively under the supervision of a museum employee.

Date of intended inspection/visit
Number of people (where applicable)

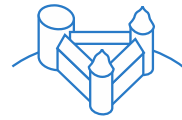
I agree that my last name, first name, and address as well as the topic and purpose of the utilisation may be passed on to other users with similar topics when advising them: Yes No



III. Intended use

Regarding the intended utilisation: Please state the type of project and enter the necessary information. Please mark all boxes to which your use of the material applies. The approval may be limited to selected purposes.

X	Type of use	Intended use
	Private	
	Teaching	Additionally, name of the school, including type of school:
	Research	Additionally, name of the institute and research project:
	Exhibition	Exhibition location, opening date, duration:
	Publication (print)	Author, title, series, etc., print run/circulation, publication date:
	Publication (online; also website)	Medium, title, distribution, duration of the online offer:
	Other	Please elaborate:



**KREISMUSEUM
Wewelsburg**

III. Terms & Conditions

a. General

The user shall behave such that facilities and exhibits do not get damaged. The house rules of Wewelsburg District Museum shall apply in the version applicable at the point in time of utilisation.

In utilising the materials made available by Wewelsburg District Museum and the insights gained, the user agrees to protect the copyrights and personal rights, in particular the data protection rights and other concerns worth protecting, and to personally be responsible for any infringement towards the entitled parties. This shall also apply to regulations that result from the applicable provisions of archival law of the German federal government and of the German states. Similarly, user shall agree to comply with the provisions of §§ 86 and 86a German Criminal Code (StGB – Strafgesetzbuch) regarding the distribution of means of propaganda and/or the utilisation of symbols of unconstitutional organisations.

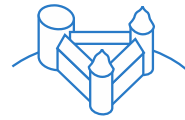
The user shall make a file copy of their work results available to the museum without being prompted and free of charge. Without the prior written consent of the District Museum, the approval of the District Museum cannot be transferred to another person or institution. Any utilisation of the insights and materials above and beyond the intended use described in this approval shall require another written approval by Wewelsburg District Museum. This shall apply also to reprints, reissues, other publications, reproductions, or the passing on to third parties. For purposes above and beyond private use, the District Museum may charge a utilisation fee.

b. Withdrawal

Wewelsburg District Museum reserves the right to reject or restrict applications or to inspect – in advance – the publication or exhibition materials in which the reprographics or materials are to be used. The consent regarding the reprographics or materials may be withdrawn, effective immediately, if the utilisation of the reprographics or materials is in violation of the principles of the museum, or of the house rules, or of otherwise applicable law. Applicable for the notification in case of a withdrawal of the approval shall be the applicant's address specified in this application. In case of a withdrawal of the approval, the reprographics or materials shall be removed immediately from all of applicant's print products and online offers.

In the event of violations of the stated provisions, the District Museum reserves the right to further legal actions. Place of jurisdiction shall be Paderborn, Germany.

c) Other agreements



KREISMUSEUM Wewelsburg

With my signature, I accept the presented terms & conditions and confirm the correctness of all information. If the approval is granted for an institution, I confirm that I am authorised to sign on its behalf and that the institution stated accepts the terms & conditions presented.

(Date)

(Applicant's signature)

(Date)

(Signature on behalf of District Museum)

Processing notes of District Museum:

Received on/by _____

(Where applicable) power of attorney checked on/by _____

Approval /rejection sent on/by _____

Invoice sent on/by _____

File copy received on/by _____