

## Rules on Access to the Archives of the International Tracing Service (ITS) in Bad Arolsen

The following Rules on access to the documents preserved by the ITS are laid down in conformity with the Berlin Agreement on the ITS that went into effect on 1.1.2013. According to the agreement, access to the documents preserved in the ITS archives for tracing and research purposes is to be ensured “to the fullest extent possible.”

Additionally the ITS will also provide, to a limited extent, information in written form and will make documents accessible. For users who do not visit the ITS in person, but instead make use of this service, the rules and regulations for use also apply.

### Section 1

#### General Provisions for Access

The documents preserved by the ITS are accessible to the public for research and educational as well as for genealogical purposes.

The correspondence between private or official inquirers and the ITS is accessible if it is over 25 years old. More recent correspondence is accessible if authorized by the two correspondence partners. If deemed appropriate, the ITS will assist in obtaining such authorization. The institutional files of the ITS are accessible to researchers also on the proviso that they are over 25 years old.

Documents which were transferred, or made available to the ITS, based on the written understanding at the time of the deposit that the ITS would enjoy exclusive right of use, may be used or copied by researchers only if the donor of the documents or, in appropriate cases, his/her legal successor so agrees in writing.

Researchers shall give advance notice of their visit to the ITS either per e-mail ([email@its-arolsen.org](mailto:email@its-arolsen.org)) or by postal mail (International Tracing Service (ITS), Große Allee 5-9, 34454 Bad Arolsen). In so doing, they must describe their research project and its purpose as well as give the envisaged dates of their visit.

Attached to the letter in which the ITS approves of their visit request, researchers will receive the Rules for Use and the Rules for the Reading and Seminar Rooms. By signing the User Statement, researchers consent to the Rules for Use and the Rules for the Reading and Seminar Rooms.

The text of the User Statement is contained in Annex 1 and is an integral part of these Rules.

## **Section 2**

### **Access to Finding Aids**

To assist scholars with their research, the ITS shall give them access in the Reading Room to

- a) an electronic copy of the ITS digital collections;
- b) the electronic version of the Central Name Index that was created by and is maintained by the ITS;
- c) the other special catalogues and finding aids of the ITS.

A manual to facilitate navigating the databases will be made available.

The ITS reserves the right to restrict such access to its documents as might threaten to damage the archival materials or interfere with the internal operations of the ITS. The ITS directorate retains jurisdiction over such matters.

## **Section 3**

### **Rights to Access to the Archives and its Original Documents**

Generally, the documents preserved in the archives will be made available in digital form to prevent possible damage to the originals.

Should digital records not suffice for research, a request to view the originals may be made to the ITS (Chiefs of the Archives Branch), which shall be allowed if their further preservation is not adversely affected. The use of the original archival materials and the production of copies will be allowed only if it does not endanger the preservation of the originals.

## **Section 4**

### **Publications and the Protection of Personal Data**

Working with personal information requires special care and consideration. This is particularly true of the ITS archival material as they document the fate of victims and survivors of the National Socialist persecution, of the Holocaust and of forced labor. The users of the archives are individually responsible for respecting the privacy laws and other regulations, the interests of third parties or concerned persons meriting protection, as well as other generally accepted practices regarding personal data that may pertain to their research.

The ITS cannot be held responsible for any publications or presentations by third persons/parties resulting from their use of its collections.

## **Section 5**

### **Fees and Charges**

Access to the ITS documents is free of charge. Users are required to present the ITS as quickly as possible with a cost-free copy of all the publications (books, brochures, newspaper articles, essays in edited volumes, DVDs, etc.) of the user's findings.

Charges occur for the reproduction of archival material. Further details are given in the scale of fees and charges.

Users are required to adhere to valid rules for citation in publishing their work. Further details are given in the information sheet on the rules for citation of the ITS document holdings.

Users are required to obtain written authorization from the ITS Archival Administration (contact: [doc.archives@its-arolsen.org](mailto:doc.archives@its-arolsen.org)) prior to publishing documents from the ITS archive (e.g. in books, on websites, in exhibits).

It is forbidden for users to transfer digital copies to third parties. This includes integrating digital copies into another archive without express authorization from the ITS. The origin of the digital copies from the ITS archives must always be clearly marked.

## **Section 6**

### **Rules for the Reading and Seminar Rooms**

The ITS Library is available for all users. Materials provided in the library and reading rooms are, as a rule, to be used only in those areas.

After being used, materials should be returned to their original places in the open access shelving; materials provided from the stacks should be returned to their designated places.

It is forbidden to alter in any way, shape, or form, the condition of the materials, for example by way of marking or folding pages. The user is liable for any damages to the materials.

Researchers are permitted to make individual copies of materials using the library scanners. The ITS maintains the right, however, depending on the condition of particular materials, to not allow the user to make individual copies on his or her own. There is a copy fee should it be deemed necessary for a staff member to make copies of certain materials. Further information on copy fees is found in the "Scale of Fees and Charges".

The user is required to adhere to the copyright restrictions regarding the scanning of books and journals/newspapers as well as regarding the use of digital media. Users are obligated to release the ITS from any liability for possible violations of the rights of third parties.

## **Section 7**

### **Rules for the Reading and Seminar Rooms**

Researchers shall observe the Rules for the Reading and Seminar Rooms in order to ensure a quiet and appropriate work atmosphere for all users.

## **Section 8**

### **Expulsion from the Reading Room and Denial of further Access to the Archives and Documents**

Failure to respect the Rules on Access and the Rules for the Reading and Seminar Rooms may result in immediate expulsion.

The ITS Directorate has jurisdiction over temporary or permanent denial of access.

A researcher who, under pertinent national or international law, is found guilty of having misused data from the ITS archives will be denied further access to the archives and documents.

The ITS Directorate will inform the Chair of the International Commission of the ITS concerning a researcher's permanent denial of access.

The researcher concerned may appeal this decision to the ITS Directorate or to the Chair of the International Commission.

## User Statement

Annex 1 of the Rules for Use

### **User Statement to be signed by researchers as a condition of access to the documents preserved by the ITS in Bad Arolsen**

I hereby certify that I have received a copy of the Rules for Use of the Archives of the ITS and the Rules for the Reading and Seminar Rooms and that I will comply with their provisions.

I also certify that the ITS has drawn my attention to the fact that the documents preserved in the ITS archives contain personal data, such as information about a specific person or persons, which makes it possible or considerably easier to link the identity of persons to details of their private lives. Such data may be protected by law and require special care and consideration. Such data might include for example, under certain circumstances: their name, domicile, place of residence, origin, political affiliations or opinions, religious or other beliefs, private and intimate details of their lives.

I am personally responsible for respecting the privacy laws and other laws and regulations, as well as other generally accepted practices regarding personal data.

I am aware that I might be entitled to publish such data with the prior written consent of the person or persons concerned or, where appropriate, their family members.

I am aware that the ITS cannot be held responsible for my use of the archives and of the documents granted to me according to these Rules for Use.

Place, Date

Name

Signature

Please complete and return to:

International Tracing Service (ITS)  
Große Allee 5 - 9  
34454 Bad Arolsen  
Germany  
Fax: +49 (0)5691 629 501

[email@its-arolsen.org](mailto:email@its-arolsen.org)