

## > **Terms and conditions for photographing documents at the State Archives of North Rhine-Westphalia using a private camera**

Provided you obtain permission from the State Archives of North Rhine-Westphalia (“Archives”), you are permitted to use your own camera to photograph archived material in the Reading Rooms of the East Westphalia-Lippe, Rhineland and Westphalia Departments. You may do so free of charge. However, you must not share your photographs with third parties or publish them in any way (in print, on the internet, through social media, etc), unless you have obtained written permission from the Archives.

**If you would like to take photos, just ask a Reading Room Supervisor. Please note, however, that you first need to submit each item to the Reading Room Supervisor, who will check from case to case whether photography is permitted. Permission is generally issued only for entire archival domains.**

No permission can be given for photographing any of the following documents. Taking photographs of the following is strictly forbidden:

- Documents where digital copies are already available.
- Documents which are subject to closure periods under archiving law or where any use would compromise the rights of living data subjects or third parties..
- Documents that do not belong to the Archives (e.g. items on loan), unless the owner has given permission for photography.
- Photographs, postcards, works of fine art and posters.
- Archived items made of parchment or transparent paper which are not flat. Important: you can only photograph items like this after one of our archivists has laid it flat.
- Archived items under copyright. Please remember that in these cases an archivist will need to conduct appropriate checks.
- You are not permitted to take photos of post-1899 registers of births or marriages or post-1938 registers of deaths.





Any photography of **library stock** is subject to the following restrictions:

- Photography is only permitted for teaching purposes at educational establishments, and only 15% of any publication may be photographed. Unpublished works must not be photographed.
- If you wish to use material for your own non-commercial research purposes, you may photograph up to 75% of archived material, whether published or unpublished. If you require the material for teaching purposes, the limit is 15%.

This rule does not apply to illustrations, individual articles from the same specialist or academic journal, low-volume or out-of-print publications. You are also permitted to make full use of official documents such as acts of law, pamphlets, official decrees and announcements as well as legal decisions and officially drafted guidelines on legal decisions.

To ensure that other users are not disturbed by photography, you may only take photos at workstations designated for this purpose by a Reading Room Supervisor. Moreover, you must take photos silently, without a flashgun or other technical aids, and without a tripod.

Please also note our Reading Room Regulations, section 4, on the use of archived material.

You must not change the order within an archived item.

Before using a private camera, you will need to sign a statement confirming observance of the above-mentioned requirements.

As in the past, you are still welcome to make full use of the services of the photographic workshop of our Archives, who will be pleased to copy archived material for you against payment of a fee.

I hereby accept the terms and conditions specified above.

---

Place, Date

---

Name



---

Signature