

Terms of Use  
Archiv des Internationalen Musikinstituts Darmstadt (Archive of the International Music  
Institute Darmstadt, IMD)

Section 1  
Use of the Archives

- (1) The inventories of the IMD archive may be perused in the reading room during the agreed times of use.
- (2) Before they can peruse these inventories, potential users must register in writing by sending in by email an application for use, completely filled out and signed.
- (3) Users are not allowed to enter the archive's internal storerooms or its offices.
- (4) The IMD may limit the extent to which certain archive material can be supplied simultaneously and may restrict the length of time for which this material may be held in readiness for use.
- (5) All the material that has been made available must be treated with care and must be returned in the same state and condition as it was when supplied, at the end of the daily opening hours on the day when it was used at the latest.
- (6) Any damage to archive material must be reported to archive staff without delay.
- (7) Within the framework of special loan agreements, archive material may be removed from the building. In such cases a security deposit or proof of sufficient insurance against loss or damage should be provided.
- (8) The staff at the IMD Archive are available to users at the agreed times to provide personal advice.

Section 2  
Liability

- (1) Users shall be held responsible for any losses or damage incurred by them to the archive material entrusted to them and for any other damage caused when they use the archive. The special liability provisions agreed under the terms of clause 1 para. 7 shall apply to any damage caused when using the archive material.
- (2) The City of Darmstadt shall only be held liable for malice aforethought and gross negligence.

Section 3  
Evaluation of the Archive Material

- (1) When evaluating their findings from archive material, users must respect the rights and interests of all persons and institutions involved, along with the copyrights and personal rights of third parties, because it is right and proper to do so. If challenged, before relinquishing the archive material users must release the City of Darmstadt from any claims by third parties in a written declaration.
- (2) In compositions that contain quotations from archive material the IMD Archive must be quoted as the source.

## Section 4 Voucher copy

- (1) If any work composed involves the extensive use of archive material from the IMD Archive users are obliged to provide the IMD Archive with a voucher copy of this work free of charge without a prior request from the archive being necessary. This shall also apply to manuscripts and the publication of reproductions. In exceptional cases about which the head of the IMD Archive shall decide this requirement shall be waived.
- (2) If a piece of work only uses archival material from the IMD Archive to a minor extent, users shall indicate this when going to print by means of exact bibliographic information and shall supply copies of the relevant pages free of charge.

## Section 5 Reproductions and Editions

- (1) The creation of reproductions and copies of the archive material (digital copies, photographs, downloads, external storage on data storage media, cloud) is not permissible.
- (2) in exceptional cases working copies can be made for use outside the IMD. The IMD shall decide about such cases.
- (3) The consent of the IMD Archive is required in writing before making reproductions, publishing the latter or releasing archive material. This consent represents the right to publish something once for a stipulated purpose. If the material is published again or a different use is made, consent is required once again.
- (4) Consent in writing from the relevant rights holder (author, the latter's heirs, the administrators of the relevant estate), or the latter's successor in title is required before making and publishing reproductions of archive material for which third-party rights exist (copyright protection).
- (5) Before using archive material in publications users shall provide the IMD with the relevant rights holders' consent in writing.
- (6) Printer's copies provided by the IMD Archive may not be either reproduced, passed on or sent on to third parties electronically.

## Section 6 Fees

- (1) A fee shall be charged for making copies from the IMD Archive and/or sending them to the user in accordance with clause 4 para. 3 lit. a) through d) of the archive statutes of the City of Darmstadt dated December 21, 1995 (municipal law no. 444). This fee shall be charged to all users with the exception of municipal authorities and paid to the IMD Archive (see Schedule of Fees, Archive and Library).  
The fee can be waived if the archive is used for purposes relating to local and regional history or for other purposes, particularly when, in individual cases, it would appear unreasonable to apply the charges.

- (2) The fees mentioned in section 6 para. 1 shall not be charged for Any publications for the printing of which the City of Darmstadt provides public allowances.
- (3) The IMD Archive can demand prepayment of the fee from its users. The fee will fall due when this is announced to the user.
- (4) The Schedule of Fees, Archive and Library, forms part of these terms of use