



USAGE SHEET FOR A VISIT TO THE ARCHIVES

| I. Personal data* (please use block letters): | | |
|---|---|--|
| Last name*: | First name*: | Academic degree: |
| | | |
| Occupation: | Institution: | |
| Residential address*: | | |
| Email*: | Phone / cell phone: | |
| | | |
| II. Research topic: | | |
| | | |
| III. I give the University Almy name to other users: | rchives my consent to disclo | ese my research topic and |
| □ Yes | □ No | |
| IV. Purpose of the use of multiple answers are possible | f the University Archives (ble): | please select as appropriate |
| □ Diploma, bachelor's, or master's thesis □ Dissertation □ Habilitation thesis □ Other academic work | □ Research project □ Commemorative project □ Private research □ Purposes of public administration | □ Television□ Exhibition□ Publication (in print or online)□ Other |

^{*} Required information

DECLARATION OF COMPLIANCE

- 1. I declare that I have familiarized myself with the regulations of the Federal Archives Act (*Bundesarchivgesetz*), Federal Law Gazette I no. 162/1999, and the terms and conditions of use of the WU University Archives. I undertake to comply with all the relevant regulations.
- 2. I am aware that copyrights, personality rights, and other third-party rights that deserve legal protection may apply to my work with finding aids and archived materials from the WU University Archives. In particular, I undertake to fully comply with the provisions of the Austrian Data Protection Act (*Datenschutzgesetz*, Federal Law Gazette I no. 120/2017, as amended) and the General Data Protection Regulation (EU Regulation 2016/679 dated April 27, 2016). I will respect these rights and acknowledge that I will be personally liable to the holder of the relevant rights in the event of any violations. I release the WU University Archives from any liability in the event of violations or infringements.
- 3. I declare that I will treat finding aids and archived materials with care and keep documents in the order I find them in.
- 4. I am aware that reproductions of archived materials may only be passed on to third parties (i.e. the party commissioning the research) if prior approval has been obtained from the University Archives. Any applicable further regulations remain unaffected by the terms of this declaration. I shall use the data included in archived materials only for the purposes of the research at hand, and not for any other purposes. I shall not obtain any data without appropriate authorization and I shall not pass on or disclose data to any unauthorized persons or institutions that are not competent to deal with the data. The data must be deleted immediately when they are no longer needed for the purposes of the research, unless the archiving of such data is legally permissible and access to the data is appropriately protected.
- 5. The full or partial reproduction of archived materials in publications and the publication of items from the University Archives are only permissible with prior approval in writing from the University Archives and may be subject to usage fees pursuant to WU's Expense Compensation Directive (Kostenersatzrichtlinie).
- 6. In any publication (in print or otherwise), I shall provide information specifying the document that was used, naming "WU (Vienna University of Economics and Business) / University Archives" (archives identifier code: AT-WUW-AR), and indicating the respective shelf mark.
- 7. I declare that for every publication that uses archived materials from the WU University Archives, I shall provide the University Archives with one complimentary copy after publication upon my own initiative, or provide the University Archives with the corresponding file or web link as far as possible.