

Filmmuseum Potsdam: Terms of Use

I. General terms of use

Applications for use must be made in writing, stating the exact topic and purpose of the intended research.

Applicants are obliged to observe personal rights and copyrights as well as interests of third parties warranting protection when using information obtained from archive material and, in the event of infringement of such rights, to absolve Filmmuseum Potsdam from all liability.

A copy (written copy, videotape, CD-ROM or DVD) of each academic and / or journalistic publication for which archive material has been used shall be transmitted to Filmmuseum Potsdam unsolicited and free of charge.

Published archive material must clearly and unambiguously indicate the source "Filmmuseum Potsdam". If necessary, source indications must be added.

In case Filmmuseum Potsdam does not own the copyright for archive material, the user is obliged to acquire the necessary exploitation rights from the respective owner before using the material. Hence, copyright indications must be observed carefully.

If archive material is used for subjects or purposes other than those stated in the original application, a new application must be made.

Arising costs for inquiries are subject to Filmmuseum Potsdam's valid scale of charges and fees. Charges and fees do not depend on the publication of the provided material. For each inquiry, a basic expenditure of time of half an hour is charged. Subsequently, each commenced half hour is charged.

In case of the use / publication of provided material, a royalty is charged permitting the one-time use of the material in the manner agreed.

Users from science, research and education may be relieved from paying royalties.

Infringement of these terms of use and / or abuse of archive material by the user may lead to his / her disqualification from using the services of the archive.

II. Use of archive material outside Filmmuseum Potsdam

Any use of archive material that has not been agreed upon as well as passing on archive material to third parties is not admissible and prohibited.

Reproductions may not be copied or converted to be stored on other information carriers. The use of reproductions for the purpose of publication in the internet is not admissible without permission of Filmmuseum Potsdam.

Excerpts of any kind may not be made. Reproductions may not be altered or changed in any manner.

Arising costs for the technical reproduction of archive material will be charged to / must be paid by the user.

Borrowed material must be handled with care. Damaging or altering borrowed items in any way is prohibited. In the event of infringement or loss, compensation must be paid by the user. The amount of compensation depends on the degree of damage. The complete damage of a borrowed item will be treated as a loss. The payment of compensation for damages or losses does not result in the acquisition of the items and / or the right to use and / or reproduce them.

Reproductions of any kind (image carriers, CD-ROMs, scans, laser copies, etc.) remain property of Filmmuseum Potsdam, even if they have been made at the expense of the user, and must be returned at the end of the agreed loan period.

The loan period for archive material is six weeks. Archive material must be returned to Filmmuseum Potsdam immediately after use; at the latest, material must be returned at the end of the loan period. Possible extensions of the loan period must be agreed upon by Filmmuseum Potsdam before the initial loan period has expired.

For the exceeding of the loan period by more than a month, a fine amounting to the costs for the initial provision of the material will be charged. In case of the exceeding of the loan period by more than two months, this fine will be doubled.

Multiple-shift usage of borrowed material, such as reprints, further usage for exhibitions or usage in media other than agreed upon, require the agreement of Filmmuseum Potsdam and the payment of additional royalties. The user is also retroactively obliged to state the exact purpose of use.

III. Use of archive material at Filmmuseum Potsdam

The collections of Filmmuseum Potsdam are publicly accessible. Appointments in writing or by phone are necessary.

Users are obliged to leave archive material in the rooms provided for usage, to keep it in its proper order, and not to damage it, alter it or endanger its status of conservation.

Potsdam, January 2002