

## User form Archives Museum für Naturkunde Berlin

The use of archival material is granted upon request and with the consent of the Museum für Naturkunde Berlin.

### Mandatory user information (please complete in block capitals)

#### 1. Personal details

Last name, first name:

Address:

Phone number:

E-Mail:

Name and address of the client/institution (if use is on behalf of a client/institution):

Utilisation plans (Research topic, title of study etc.):

Publication or reproduction?                      yes                      no

I wish to use the following images and documents (please list the accession and item number):

#### 2. Purpose of use (please check)

official	dissertation	publication
Research	habilitation	essay
local history	other university /	other form of publication
private/family research	examination work (explain	(explain under "other")
business/freelance/ commercial	under "other")	
other:		

### 3. User statement

- a) I confirm that the publication of archive material will only take place after consultation with and approval by the Archive of the Museum für Naturkunde Berlin.
- b) I undertake to send the archive of the Museum für Naturkunde Berlin at least one copy of the printed publications that are written using the above-mentioned images and documents, and if possible a further copy for the museum library, without being asked and free of charge.
- c) I agree that my surname, first name, address and the subject and nature of the project may be passed on to users with similar research interests for the purpose of consultation if they can credibly demonstrate a legitimate interest and are prepared to give their consent.
- d) I undertake to observe the applicable provisions of copyright law, data protection law and the interests of third parties worthy of protection when using findings from archive records. The application for use can be revoked if a violation of copyright and/or personal protection rights as well as the legitimate interests of third parties has occurred.
- e) For each source used, the custodian archive (Archive Museum für Naturkunde Berlin, siglum: MfN) and the archive accession and item numbers must be indicated.

.....  
place, date                      signature user

.....  
place, date                      archive