

## Terms of Access of the Arolsen Archives

The following Terms of Access to the documents preserved by the Arolsen Archives are laid down in conformity with the Berlin Agreement on the ITS<sup>\*</sup> that went into effect on 1.1.2013. According to the agreement, access to the documents preserved in the Arolsen Archives for tracing and research purposes is to be ensured “to the fullest extent possible.

Additionally the Arolsen Archives will also provide, to a limited extent, information in written form and will make documents accessible. For users who do not visit the Arolsen Archives in person, but instead make use of this service, the Terms of Access also apply.

### Section 1

#### General Provisions for Access

The documents preserved by the Arolsen Archives are accessible to the public for research and educational as well as for genealogical purposes.

The correspondence between private or official inquirers and the Arolsen Archives is accessible if it is over 25 years old. More recent correspondence is accessible if authorized by the two correspondence partners. If deemed appropriate, the Arolsen Archives will assist in obtaining such authorization. The institutional files of the Arolsen Archives are accessible to researchers also on the proviso that the documents are over 25 years old.

Documents which were transferred, or made available to the Arolsen Archives, based on the written understanding at the time of the deposit that the Arolsen Archives would enjoy exclusive right of use, may be used or copied only if the donor of the documents or, in appropriate cases, his/her legal successor so agrees in writing.

Researchers shall give advance notice of their visit to the Arolsen Archives either per e-mail ([info@arolsen-archives.org](mailto:info@arolsen-archives.org)) or by postal mail (Arolsen Archives, Große Allee 5-9, 34454 Bad Arolsen). In so doing, they must describe their research project and its purpose as well as give the envisaged dates of their visit.

---

<sup>\*</sup> As of May 2019, the operative name is “Arolsen Archives - International Center on Nazi Persecution”, the name of the organization remains International Tracing Service (ITS) as the international agreements with the member states are in this name.

Attached to the letter in which the Arolsen Archives approves of their visit request, researchers will receive the Terms of Access and the Rules for the Reading and Seminar Rooms. By signing the User Statement, users consent to the Terms of Access and the Rules for the Reading and Seminar Rooms.

The text of the User Statement is contained in Annex 1 and is an integral part of these Terms of Access.

## **Section 2**

### **Access to Finding Aids**

To assist scholars with their research, the Arolsen Archives shall give them access in the Reading Room to

- a) an electronic copy of the digital collections of the Arolsen Archives;
- b) the electronic version of the Central Name Index that was created by and is maintained by the Arolsen Archives;
- c) the other special catalogues and finding aids of the Arolsen Archives.

A manual to facilitate navigating the databases will be made available.

The Arolsen Archives reserve the right to restrict such access to its documents as might threaten to damage the archival materials or interfere with the internal operations of the Arolsen Archives. The Arolsen Archives directorate retains jurisdiction over such matters.

## **Section 3**

### **Right to Access to the Archives and its Original Documents**

Generally, the documents preserved in the archives will be made available in digital form to prevent possible damage to the originals.

Should digital records not suffice for research, a request to view the originals may be made to the Arolsen Archives (management of the Archives Branch), which shall be allowed if their further preservation is not adversely affected. The use of the original archival materials and the production of copies will be allowed only if it does not endanger the preservation of the originals

## Section 4

### Publications and the Protection of Personal Data

Working with personal information requires special care and consideration. This is particularly true of the archival materials held by the Arolsen Archives as they document the fate of victims and survivors of the National Socialist persecution, of the Holocaust and of forced labor. The users of the archives are individually responsible for respecting the privacy laws and other regulations, the interests of third parties or concerned persons meriting protection, as well as other generally accepted practices regarding personal data that may pertain to their research.

The Arolsen Archives cannot be held responsible for any publications or presentations by third persons/parties resulting from the use of their collections.

## Section 5

### Fees and Charges

Access to the documents of the Arolsen Archives is free of charge. Users are required to present the Arolsen Archives with a cost-free copy of any publications (books, brochures, newspaper articles, essays in edited volumes, DVDs, etc.) of the user's findings as quickly as possible.

Charges are made for the reproduction of archival material. Further details are given in the Rules on Fees and Tariffs.

Users are required to adhere to valid rules for citation in their publications. Further details are given in the information sheet on the rules for citation of the document holdings of the Arolsen Archives.

Users are required to obtain written authorization from the Arolsen Archives Archival Administration (contact: [doc.archives@arolsen-archives.org](mailto:doc.archives@arolsen-archives.org)) prior to publishing documents from the Arolsen Archives (e.g. in books, on websites, in exhibitions).

It is forbidden for users to transfer digital copies to third parties. This includes integrating digital copies into another archive without express authorization from the Arolsen Archives. The origin of the digital copies from the Arolsen Archives must always be clearly marked.

## Section 6

### Rules for the Reading and Seminar Rooms

The Arolsen Archives Library is available for all users. Materials provided in the library and reading rooms are, as a rule, to be used only in those areas.

After being used, materials should be returned to their original places in the open access shelving; materials provided from the stacks should be returned to the designated place. It is forbidden to alter in any way, shape, or form, the condition of the materials, for example by way of marking or folding pages. The user is liable for any damages to the materials.

Users are permitted to make individual copies of library materials using the library scanners. The Arolsen Archives reserve the right, however, depending on the condition of particular materials, to forbid the user to make individual copies on his or her own. There is a copy fee should it be deemed necessary for a staff member to make copies of certain materials. Further information on copy fees is found in the "Rules on Fees and Tariffs".

The user is required to adhere to the copyright restrictions regarding the scanning of books and journals/newspapers as well as regarding the use of digital media. Users are obligated to release the Arolsen Archives from any liability for possible violations of the rights of third parties.

## Section 7

### Rules for the Reading and Seminar Rooms

Users shall observe the Rules for the Reading and Seminar Rooms in order to ensure a quiet and appropriate work atmosphere for all users.

## Section 8

### Expulsion from the Reading Room and Denial of further Access to the Archives and Documents

Failure to respect the Terms of Access and the Rules for the Reading and Seminar Rooms may result in immediate expulsion.

The Arolsen Archives Directorate has jurisdiction over temporary or permanent denial of access.

# A r o l s e n A r c h i v e s

International Center  
on Nazi Persecution

Seite 5/7

Any user who, under pertinent national or international law, is found guilty of having misused data from the Arolsen Archives will be denied further access to the archives and documents.

The Arolsen Archives Directorate will inform the Chair of the International Commission of the Arolsen Archives if a user is denied access permanently.

The user concerned may direct an appeal against this decision to the Arolsen Archives Directorate or to the Chair of the International Commission.

**User Statement**

Annex 1 of the Terms of Access

**User Statement to be signed by users as a condition of access to the documents preserved by the Arolsen Archives in Bad Arolsen.**

I hereby certify that I have received a copy of the Terms of Access for the archives of the Arolsen Archives and the Rules for the Reading and Seminar Rooms and that I will comply with their provisions.

I also certify that the Arolsen Archives has drawn my attention to the fact that the documents preserved in the archives of the Arolsen Archives contain personal data, such as information about a specific person or persons, which make it possible to link the identity of persons to details of their private lives. Such data may be protected by law and require special care and consideration. Such data might include for example, under certain circumstances: their name, domicile, place of residence, origin, political affiliations or opinions, religious or other beliefs, private and intimate details of their lives.

I am personally responsible for respecting the privacy laws and other laws and regulations, as well as other generally accepted practices regarding personal data.

I am aware that I might be entitled to publish such data only with the prior written consent of the person or persons concerned or, where appropriate, their family members.

I am aware that the Arolsen Archives cannot be held responsible for my use of the archives and of the documents granted to me according to these Terms of Access.

Place, Date

Name

Signature:

# A r o l s e n A r c h i v e s

International Center  
on Nazi Persecution

Seite 7/7

Please complete and return to:

Arolsen Archives  
Große Allee 5 - 9  
34454 Bad Arolsen  
Germany  
Telefax: +49 (0)5691 629 501

[info@arolsen-archives.org](mailto:info@arolsen-archives.org)