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To the Board of the John C. Eccles Archive
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Application for Use

Family **name**, given name:

Profession, academic title:

Private address:

E-Mail:

Institution, address:

I hereby apply for permission to use the John Eccles Archive asking for insight into unpublished material.

Subject and purpose of research:

Schedule of archival work:

Records / correspondence applied for (names of correspondents incl. years of birth and death on a separate list):

I intend to use technical devices: laptop, camera, other

My research topic can be made available to other users of this archive: Yes / No

I consulted the online repository www.kalliope-portal.de ~Eccles: Yes / No

A voucher copy of each publication based on the archive material will be made available to the Eccles Archive free of charge: Yes / No

Declaration: *I read the Bylaws of the John C. Eccles Archive (on the reverse) and approve them. I commit myself to comply with copyright and data privacy regulations, as well as moral and personality rights. I clear the Eccles Archive from liability for violations. Any private data gained from the Eccles Archives will be used only in code.*

(Place, date and signature of the researcher / advisor)

John C. Eccles Archive

Bylaws*

1. For **use** of the archive, readers pursuing a certain scholarly issue or proving legal interest in the records can be admitted if they acknowledge and comply with the regulations. For these purposes use is free of charge.
2. The **applicant** (minimum age 18 years) has to identify himself upon request, moreover the archive can ask for references. For each person a separate application is needed, which in case of assistants has to be signed by their employer also. In principle, equality is granted for all nationalities.
3. A written **application** (form, on the reverse) is necessary comprising a concrete re-search issue; general requests for seeing archival files cannot be allowed. In case of change of the topic a new application is required.
4. The Board of the Archive decides upon the application. Their **permission**, from case to case under certain conditions, is valid for the calendar year and can be withdrawn at any time, especially in case of violation of these bylaws. Records under retention period or special precaution with regards to third persons, as well as documents in a questionable state of conservation or order cannot be used.
5. The archival records can be **presented** as original documents or copies, where necessary with obliterations, in the designated room from which no documents shall be removed by the readers. The amount of archival material presented is restricted according to the possibilities of control. The presentation of archival material can be denied if the purpose of research can also be accomplished by use of publications.
6. Readers are to **handle the archival material with care** and are liable for any damage. All kinds of marking up, labelling or changing the text of records are strictly forbidden. Chemicals or other devices endangering the conservational status are prohibited. Standard equipment is paper and pencil, no rubber; the use of technical instruments such as computers or cameras has to be applied for. In case some archival material appears to be damaged the user has to inform the archivist immediately.
7. In principle material from the Eccles Collection is **not destined for loan**. The board decides about any exception upon request and statement of grounds (e.g. borrowing for an exhibition with special regards to transport, insurance etc.).
8. **Copies** of single archival documents, no complete files, can be ordered in writing according to the scale of fees (form). Further use or reproduction other than for the use permitted are not allowed. Names of persons, who or whose heirs have not agreed in writing, must not be published and shall be obliterated. Users can be asked to display transcriptions or copies made by them and have them corrected by the archivist.
9. Knowledge gained by archival studies shall be kept **confidential** and only be used in the framework of the (scholarly) works permitted.
10. These **bylaws** come into force on 8.8.2011.

* Analogous to the German bylaws of the Cécile and Oskar Vogt Archive, 1.1.1997.