

Regulations for the Archive of the Institute for Human Sciences in Vienna

The Institute for Human Sciences in Vienna (hereinafter referred to as the IWM) maintains three archives, each of which is governed by its own regulations. The present regulations concern the Institute's Archive (hereinafter referred to as the IWM-Archive).

The purpose of the IWM-Archive is to collect, record, and preserve documents relating to the history and work of the Institute and to make them available to the Institute's staff and interested users in compliance with the general terms of protection. Materials on completed research projects and fields, events, publications, fellowship programs and other relevant documents are collected. The Archive serves as the IWM's institutional memory and as a resource for scholarly and journalistic research.

The structure of the Archive mostly follows the structure and chronology of the Institute. They are reflected in the classification and corresponding shelf marks:

- A. Administration
- B. Fellowship Programs
- C. Research
- D. Events
- E. Publications
- F. Public Relations
- G. Library
- H. Image and Sound Archive
- I. IT

An important component of the Archive is the institutional correspondence. The correspondence of the founding rector has been filed chronologically and alphabetically and is catalogued under A.; further correspondence can be found in the respective project folders. Additionally, the IWM has an extensive archive of digitized photographs and sound recordings as well as a complete collection of the Institute's chronicles (annual programs, IWM newsletter, *IWMpost*, and annual reports).

Presently, the majority of the IWM-Archive's holdings are physical materials dating from 1982 (founding of the IWM) to 2013 (passing of the founder). Projects that started during this period are taken into account until their completion, even if the project was completed at a later point. Subsequent materials are gradually incorporated into the IWM-Archive.

The finding aid provides an overview of the archive's current holdings.

1. Definitions

Archival material is defined as documents (analogue and digital) originating at the IWM and/or relating to the activities of the IWM, as well as correspondence and other materials documenting the work and development of the IWM.

The archival status of documents is defined by the Head of IWM-archive in coordination with the management of the IWM.

Interim archive material is defined as documents that have already been transferred to the archive but have not yet been included in the inventory list and are not available to external users.

2. Tasks

The tasks of the IWM Archive include collecting, recording, securely storing, and supplementing archival material, and thus making it available for future research.

The Head of the IWM-Archive advises and supports the IWM staff in all archival matters, particularly regarding questions about the history of the IWM and the selection of materials to be archived. The archiving guidelines and the definition of archival merit are regularly revised.

The Head of the IWM-Archive also advises and supports external users on Archive-related questions concerning their research and investigations.

The Archive must take all necessary measures to store the documents securely and for the long term, as well as to keep sensitive data sealed, to protect personal data, and to observe data protection and copyright deadlines.

In the event of an absence, the Head of IWM-Archive must entrust all or part of these tasks to a qualified third party.

3. Use

Anyone may submit a request for use of the IWM-Archive. The request for use must be made in writing; besides the patron's personal data (name, address, etc.), the request must include a justifiable research question/project (scientific or journalistic interest, etc.). In complicated cases, the Head of Archive may consult with IWM management about granting access to the collection.

Upon the first visit, the user(s) must sign the terms of use before accessing materials on site.

The legal basis for the use of the archive is the written request, the terms of use and, if applicable, the application for a reduction of the term of protection (see below). The corresponding forms can be downloaded from the IWM website. By signing them, the user acknowledges the IWM Archive regulations.

Consultation of the materials is only allowed for the stated purpose and is generally valid for six months from the first visit. If the purpose changes, a new application must be submitted.

IWM staff members may inspect the holdings for internal purposes at any time and regardless of the terms of protection.

The unique archive holdings may not be altered, and the order and sequence must be preserved. Nor may the holdings be duplicated or used to enrich another collection. Copies or scans for non-commercial use are permitted upon request.

The user may lose the right of use if the IWM-Archive and/or user regulations are disregarded, or archive material is damaged or stolen. IWM management and the Head of the IWM-Archive reserve the right to reject requests for use, even without stating the reason.

4. Terms of Copyright and Reduction of Terms of Copyright

The holdings of the IWM-Archive are accessible after expiration of the usual protection periods. In general, a time limit of 30 years after the last processing (calendar year) applies; in the case of materials which include personal data worthy of protection, an extended time limit until the date of death of the data subject or, if this is unknown, 110 years after the date of birth of the data subject. Furthermore, depending on the content of the archives, copyright and personal rights must be safeguarded.

The IWM may restrict access to some of the materials. These are listed in the inventory list, including the duration of the ban.

Terms of copyright and limitations may be shortened/revoked for the purpose of scientific research by application and subject to compliance with certain criteria:

- The author(s) or the person or institution themselves, or their heirs or authorized signatories, express permission in writing for the use of the materials.
- When this is not the case, the term of protection may be shortened in individual cases if the necessity of the use for the purpose of carrying out a scientific research project can be demonstrated and the interests worthy of protection are safeguarded by appropriate measures, such as the reproduction of the contents without direct quotations, for example.

The Head of the IWM-Archive decides on the shortened restrictions in consultation with the management of the IWM. The use may be subject to certain conditions. Even with permission, the archive holdings may be inspected exclusively for non-commercial use.

The terms of copyright for personal archival material do not apply to documents which contain activities of persons of contemporary history and public officials, insofar as they acted in the capacity of their public office and their personal circumstances are not affected. If the activity is reflected in personal archives, the interests of third parties worthy of protection must be taken into account.

5. Publications of Archive Material

Any publication of sources of the IWM-Archive must respect the copyright and personal rights and require the prior approval of the Head of the IWM-Archive, as well as information on studies based on these sources. In the case of publication, the sources used must be clearly indicated by the name of the archive “IWM-Archive” and the archive signature of the original source. In addition, the author must provide the IWM with a supporting copy of the publication.

6. Expenses

Access to the IWM-Archive is free.