



## User Application Form

*Please fill out legibly. If needed, use an extra sheet of paper.*

Title: .....

Surname: .....

Name: .....

Business address: .....

.....

Private address: .....

.....

Email: .....

Occupation: .....

Nationality: .....

Subject of research: .....

.....

Requested inventories/materials: .....

.....

.....

Time period of usage: .....

Purpose of usage:

▪ scholarly:

Habilitation     Dissertation     Final Paper

Term Paper     Essay     Edition

other: .....

▪ journalistic: .....

▪ private (**not** published!): .....

Client, if applicable (name and address): .....

.....

Name of the supervising lecturer (in the case of a scientific qualification work): .....

.....

Name and address of research assistants: .....

.....

I have already worked in the SAK: yes ( ) no ( )

**Formal Obligation:**

- 1. **Terms of use:** I herewith confirm that I have acknowledged the terms of use of the SAK and that I am obliged to comply with the rules and regulations mentioned within.
- 2. **Range of the permission of use:** I understand that the permission of use is not transferable to other persons and is limited to the details given in the user application form. I am obliged to only use the viewed archive materials for the above stated subject and reason of usage. I am furthermore obliged not to duplicate the received copies and prepared notes for the above stated subject and reason of usage.
- 3. **Duty of due diligence:** I am obliged to treat the archive material with care.
- 4. **Replications:** I understand that the replication or the passing on of archive material to third parties is only permitted with agreement of the SAK or those holding the rights (contributors of inheritance, owners of originals etc).
- 5. **Citation obligation:** I am obliged to record the origin of the materials in an appropriate manner in my assignment (in the case of original archival materials, the SAK is to be mentioned. In the case of copies of archive materials, the storage location of original is to be mentioned.) In my citations, I will include the SAK signature. In the case of copies, I will include the signature of the storage location of the original if necessary.
- 6. **Observance of legal claims and liability exclusion:** I herewith agree to take full (legal) responsibility for all claims made by the contributors of inheritance or original materials that could result out of my use of the archive materials. This includes all publishing rights, copyrights, translation rights etc. bound to the archive materials that are used. I understand that the evaluation of the SAK archive materials may affect intellectual property rights and personal rights as well as protection-worthy concerns of third parties. I will adhere to these rights und accept that if necessary I will be held responsible for the infringement of these rights. In the case of infringement, the SAK is exempt from liability.
- 7. **Sample copy:** I am obliged to give the SAK a free sample copy of every publication or assignment immediately after its release or completion, without further request.

Place and date: .....

Signature: .....

***(Not to be filled out by the applicant)***

<p><i>Approved:</i></p>
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