

## User Regulations for the Archives

Opening Hours	The opening hours of the reading room are from Monday to Friday between 9 am and 5 pm.
Registration	Users are obliged to fill in a registration form with personal data and the subject and purpose of their research on their first visit.
Annual Fee	An annual fee of CHF 50 is charged for using the archive to cover expenses. For students (up to and including Master's degree) the annual fee is CHF 20. In the case of one-time use, the fee is CHF 30 or CHF 10 for students (up to and including the Master's programme).
Orders	The order of archival documents must be made in advance by e-mail. The ordered records are deposited in front of the archive reading room and can be collected by the researchers there.
Returning of Documents	Documents that are no longer required should be returned continuously. The remaining archival material will be kept in the reading room until the next visit. Inform the archive personnel if you will not return to the archive for a longer period of time. In this case, the files are stored in the stack-room for conservational reasons. Please do not forget to announce your next visit so that the files are ready for you again.
Consultation	The archive personnel will consult the users and provide them with individual information. Upon agreement, more elaborate consultations will be charged according to the fee schedule.
Photography	The photographing of archival material is only allowed after consultation with the archival personnel and only for personal use. For further reproduction of archival material (pictures, documents, homemade photographs of archival material) please contact the archive ( <a href="mailto:info@bmarchives.org">info@bmarchives.org</a> ).
Specimen Copies	A specimen copy of works and publications created using documents from the Basel Mission Archive must be sent to the archive unsolicitedly and free of charge.
Transcriptions	The archive is very interested in receiving transcriptions of archival material from the users.
Instructions for the Reading Room	Please leave your jacket or coat on the wardrobe. An umbrella stand is available.

Drinks and food may not be taken into the reading room.

Lockers for valuables are available in the reading room. It is possible to occupy a locker for a longer period of time. Please contact the archive personnel for this purpose.

The reading room is a place of quiet and concentrated working. Please consider the other researchers and leave the reading room for telephone calls and other conversations.

Use pencils only as writing instruments. Ballpoint pens, fountain pens and highlighters can irrevocably damage the files.

#### Liability

The access to the archival material granted by the archive does not release the user from any possible copyright, privacy and data protection rights. The archive disclaims all liability for infringements of copyrights, privacy and data protection rights as well as the legitimate interests of third parties.

Liability claims against the archive due to material or immaterial damage resulting from the use or non-use of the archive material, in particular due to its publication, are excluded. The user is liable for any resulting damages and expenses incurred by the archive.

The users are liable for all damages caused in the archive.

The archive does not accept any liability for damage caused to users during the use of the reading room.

#### Place of Jurisdiction

Place of jurisdiction is Basel-Stadt.

Basel, 8 June 2020