

Booking

Name: _____ First name: _____

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Postcode: _____ City/town: _____

Please let us know if your address changes.

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Occupation (optional): _____

I wish to request permission from the Institute for the History of Frankfurt (hereinafter: "Institute") for the use of documents. Documents may be used as specified in the Hessian Archive Act (*Hessische Archivgesetz*), which specifies certain periods of protection for files containing pure information (30 years after they were written) and for personal documents (10 years after the relevant person's death, or, if their date of death cannot be determined, 100 years after their birth. If it is impossible to determine a person's date of birth or death without causing unreasonable work or expense, the period of protection terminates 60 years after the date of the document). Some documents are subject to the periods of protection laid down by the German Federal Archiving Act (*Bundesarchivgesetz*). When a period of protection has expired, the use of a document may continue to be either limited or prohibited if its use were to compromise legitimate third-party interests (e.g. the interests of surviving relatives), if the conservation status of the archived materials were in jeopardy or if use of the document were to cause an unreasonable amount of administrative work or expense (Hessian Archiving Act, HArchivG, section 14).

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In my evaluation of archived material, I have been requested to specify each source and, should I make substantial use of archived material, to provide the Institute with a complimentary copy of each printed publication (including manuscripts and unpublished treatises). The copies of the publications will then be made accessible to users in the library. If the work is based on the Institute's archived material to only a minor extent, I shall annotate the printed output with exact bibliographical references and provide the Institute with free copies of the relevant pages. These provisions shall, by analogy, also apply to publications on electronic media and on the internet. In the case of internet publications I shall specify the relevant URL.

Topic or working title:

Please let us know as soon as the title has changed.

Before 1500 1501-1867 1868-1932 1933-1945 After 1945

--- Continued overleaf ---

Purpose:

Professional purposes

- Journalism Official purpose (government agency) Identification of heirs Educational purposes
 Other commercial purposes (architects etc)

Private purposes

- Family history Formal proof (certification, etc, for private individuals)
 Other private interests

Local history and academic research

- Local history research University coursework Bachelor dissertation Master's dissertation
 Undergraduate dissertation
 Doctoral thesis Postdoctoral qualification Other academic interest (please specify):
-

Any other purpose

- Projects/initiatives Other (please specify): _____

In the event of publication or a presentation of your research results, please provide the following details:

Type of publication:

- Book Essay Presentation Exhibition Press report Radio broadcast Film
 Internet publication Other format, e.g. commemorative floor tile, commemorative plaque
(please specify):
-

Institution commissioning the work (institute, university, etc):

Supervisor (university lecturer etc):

Conclusion of work (expected date): _____

I hereby agree that the title of my work and my name may be disclosed to users with similar research interests. Yes No

By signing this document, I give my consent to the processing of the data I have provided. I am aware of the details in the *General Notes on Data Collection when Using Archives of the Institute for the History of Frankfurt*, which have been given to me or which are attached.

Place: Frankfurt am Main, date: _____ Signature _____

To be completed by Archive staff

Representative:

Approved: _____ (Date, initials)

Subject to a charge: Yes No
Yes No

Means of identification submitted:

Signature of head of department

General Notes on Use of Information from Archives of the Institute for the History of Frankfurt

The Institute runs an automated ordering procedure for archived materials, books and other documents which it stores. This system requires the processing of your personal data as a user. Personal data are all data that allow you to be identified as an individual.

Competent Unit

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Data collection and storage

- Surname and first name, address (city/town, house number, street, postcode), phone, email address, job description (optional) for orders of archived materials and user account queries
- Archived materials ordered and fees paid
- Date of registration, research topics, historical period, purpose
- Person applying, university supervisor, publication medium and date of conclusion of work (if filled in by user)

Your data will be collected when you send us your registration, enquiry, or photographic or online order. Data will be collected and processed on the basis of the data regulations for the Institute for the History of Frankfurt, as amended.

Use of data

The purpose of data collection is to ensure error-free provision of archived materials, and to charge fees based on the effort involved on our part. You may refuse or revoke the storage of your data. If you do, you will not be able to order or use archived materials from the stocks of the Institute.

Revoking your consent to data processing

Data processing may only take place with your express consent. Once you have given your consent, you can revoke it again at any time. All you need to do is let us know in an informal email. Revocation of consent, however, does not affect the lawfulness of the data processing up until the date of revocation.

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