

# **Archiv und Sammlung Hermann Rorschach, Bern (Switzerland)**

## **Rules for the use of the archives**

(Please note that only the German version of the rules is authoritative)

1. The user of archives is obliged to handle all documents with the necessary care. The order of documents must not be changed, and files must be returned in the correct order.
2. Please use only pencils for writing. The use of removable notes is forbidden.
3. Please pay attention that documents are not exposed to light.
4. For conservational reasons taking photos is problematic. The custodian of the archives/library decides whether taking pictures is possible or not. Unless special rules apply for specific documents, the use of a digital camera is allowed. Transcriptions and reproductions (including photos) of documents mustn't be transmitted to other persons.
5. Passages in books, articles or other publications that are based on the archives, especially on personal data (patients' files etc.), must be submitted to the custodian of the archives before being published.
6. In case of publications or other forms of communication, it belongs to the user to respect personal rights and copyrights. She/he is responsible for the respect of all legal regulations.
7. The user is obliged to leave a deposit copy to the Rorschach archives of all publications based on material of the archives.
8. When material of the archives is quoted, the provenience ("University Library of Bern, Archiv und Sammlung Hermann Rorschach") and the full archival reference must be indicated.