

**Application for use of Textile Library / Collection for research purposes**

The applicant requests access for research purposes to the Historical Collections of the Textile Library as well as to the Textile Museum collection:

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

Name of project: \_\_\_\_\_

\_\_\_\_\_

Project sponsor: \_\_\_\_\_

\_\_\_\_\_

Following is requested (mark with cross where applicable):

Access to the following sample books / Collection objects (please indicate inventory no.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Photo/scanning permission for work-related photographs

Use rights for photographs/scans

With his or her signature the applicant accepts the regulations governing use found on the following pages 2 to 4.

St. Gallen, dated \_\_\_\_\_ Signature \_\_\_\_\_

## **Regulations governing scientific use of the Historical Holdings of the Textile Library and Collection of the Textile Museum St. Gallen.**

### **§ 1 Use**

1. Provided the applicant can credibly demonstrate a proven interest in research, he or she may make use of the Historical Holdings of the Textile Library and/or the Textile Museum Collection in compliance with these regulations, provided that no other impediment arises from legal provisions or agreements with current or former owners of the objects concerned.
2. The following count as use:
  - Information and advice received from staff
  - Access to the Historical Library Holdings and the Collection objects
  - Access to the inventory books, the catalogue of holdings, the database or other resources.
3. With his or her signature the applicant accepts that:
  - inspection is possible only in the rooms of the Textile Museum St. Gallen during the usual opening hours and at arranged times
  - objects may not be loaned outside of the rooms of the Textile Museum St. Gallen
  - the staff of the Textile Museum St. Gallen may limit the scope of objects presented at any one time and may limit the time such objects are available
  - the Collection objects are to be treated with the greatest care; in particular, the following is prohibited:
    - o any change to the original condition
    - o the removal of individual components (e.g. fabric samples, notes, envelopes, seals, stamp impressions, stamps, etc.)
    - o the attachment or removal of notes
    - o the use of collection items as a writing pad or for tracing purposes
  - Any damage to collection objects must be reported to supervisory staff immediately.
4. Concerning the sample books in the library, the following applies in particular:
  - volumes may be taken from the cabinets by museum staff only, may be viewed only under supervision and are to be handled with care
  - in so doing, gloves must be worn and foam wedges must be used
  - they are not free from third party rights, therefore the patterns may not be further used in identical form
  - the patterns may neither be rubbed, photographed nor scanned (exceptionally, the taking of work-related photographs may be permitted by management)
  - special guidelines may apply to some volumes for conservational or legal reasons

## **§ 2 Permission for use**

1. Use of the Historical Holdings of the Textile Library and the Textile Museum Collection is permitted solely by means of written application.
2. If necessary, the applicant must provide identification of his or her person upon request by the museum.
3. Use is restricted, or denied, if
  - there is reason to believe that a third party's interests entitled to protection prevent it
  - the preservation of the objects would be thus endangered
  - an unjustifiable administrative burden would arise
  - agreements with present or former owners prevent use
4. Use can also be restricted or denied for other important reasons, if
  - the applicant repeatedly and seriously infringes the regulations governing use or fails to comply with the conditions imposed on him or her
  - the state of the objects does not permit use
  - the objects are not available for official reasons, or for some other reasons occurring concurrently
  - the purpose of use can be achieved by other means, in particular by consulting printed works or reproductions.
5. The permission for use may be provided with additional provisions (e.g. requirements, terms, time limits). It can be revoked or withdrawn, if
  - information in the application for use does not – or no longer – apply
  - subsequent reasons becoming known that would have resulted in the rejection of the application
  - the user violates the rules governing use or does not comply with the requirements imposed upon him or her
  - the user does not observe copyright and person rights nor a third party's interests entitled to protection

## **§ 3 Liability**

1. The user is liable for losses or damages caused by him or her to the objects provided as well as for damages caused in the use of the archive.
2. The employees of the Textile Museum St. Gallen are liable only for damages caused by intent or gross negligence in the presentation of the objects.

## **§ 4 Preparation of reproductions by the archive staff**

1. Any user may apply for copies, scans or photographs to be made, provided that no third-party rights (in particular copyrights) conflict with this and the preservation of the objects permits this.
2. The Textile Museum St. Gallen is entitled to commission third parties to prepare reproductions on behalf of and at the expense of the applicant.

## **§ 5 Utilisation of the archive material**

1. When utilising the objects, the user must respect the rights and those interests of the Textile Museum St. Gallen entitled to protection, as well as the copyright and personal rights of third parties and their interests entitled to protection.
2. It is the responsibility of the user to obtain the rights from the owners of such rights.

## **§ 6 Specimen copies**

1. If a work is written using the Historical Holdings of the Textile Library or objects of the Textile Museum St. Gallen, the user is obliged to provide the Textile Museum St. Gallen with a specimen copy free of charge and unbidden, immediately following publication of the printed work concerned. This applies correspondingly to manuscripts, too.
2. If the work is based only in part on material from the Historical Holdings of the Textile Library or the objects of the Textile Museum St. Gallen, the user must indicate the printing with the exact bibliographical details and provide copies of the relevant pages free of charge.
3. Paragraphs 1 and 2 apply accordingly to reproductions (§ 7).
4. Without the consent of the user, unpublished specimen copies may only be used for the indexing of objects; other persons may not be granted access to unpublished written works. This shall no longer apply if the copyright has expired.

## **§ 7 Reproduction and edition**

1. The creation of reproductions and their publication is only permissible with the prior approval of the Textile Museum St. Gallen.
2. The reproductions may only be used for the authorised purpose and with the references indicated.
3. Any change in reproductions, in particular through electronic image editing, requires the permission of the Textile Museum St. Gallen.
4. The photographs taken by the users are available to the Textile Museum St. Gallen without restriction. The photographer grants the Textile Museum St. Gallen a right of use, which is unlimited in time and place and entitles the museum to use the photographs for its own purposes, for example catalogs, exhibitions and public relations, also in electronic form, etc., as well as to pass them on to third parties.

## **§ 8 Fees and costs**

1. In principle, no fees are charged for the scientific use of the Historical Holdings of the Textile Library and the Textile Museum Collections.
2. In the case of extraordinary staff expenses, the Textile Museum St. Gallen may calculate such costs and invoice them.
3. The costs for the production of copies and scans are determined and invoiced after consultation.