

Richard Wagner Museum and Nationalarchiv der
Richard-Wagner-Stiftung
Wahnfriedstr. 2
D-95444 Bayreuth

**VISITING HOURS FOR
RESEARCH**

Monday through Thursday
8.30am – 12.30pm and 2pm – 4.30pm
Friday
8.30am – 12.30pm

File number (please quote if known)

Place

Date

Application to use the archives

Please print out the completed application form and return it filled out and signed by e-mail, fax or post.
You will find the contact details in the footer below.

Applicant:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name

Surname

Occupation

House #/Street

Postal code/City

Country

Email address

Telephone number

Research Topic:

Planned as:

- independent publication
 essay
 speech
 thesis
 dissertation

- radio or television programme
 film
 other (please specify):

for/with

Type of Institution (university, publisher, broadcaster, company, etc.) Name of Institution

If academic paper: Professor's name

Planned date of use:

Please note: The date is only valid once confirmed in writing.

from

until

What materials do you wish to view?

- Library Picture Archives
 Archives (written records) Collection (Objects)

I confirm that I have read and shall observe the [Conditions of Use](#) (see below) and the valid [Schedule of Fees](#) and undertake to submit a specimen copy to the Archives after publication.

➔
Place Date Signature

Copyright Declaration

The following archive material was presented solely for my inspection because it is under copyright or is subject to special restrictions on use:

I undertake to obtain the right of publication from the author, his/her heirs or the copyright owner, and also to obtain the right to any commercial literary utilization from the Archive Director. I am aware that when utilizing archive material, I must respect third-party wishes for data protection and that unlawful breach thereof may result in civil or criminal legal action being taken against me.

➔
Place Date Signature

Privacy policy declaration

We use the data you provide to fulfil the contract, to calculate the correct price and to secure the rights of the Richard Wagner Museum and any third parties (e.g. copyright). Information on the processing of your personal data, in particular on storage duration and your rights, can be found in the data protection declaration, which can be found on our [website](#) or can be obtained from our staff on request.

The following must be completed by Archive Staff

- The application is approved.
 The application is approved subject to the following conditions/restrictions:

Fees charged:

- The application is rejected for the following reason:

Date and signature of Archive Director

Excerpt from Conditions of Use (as at March 23, 2015)

[Here you can see the full Conditions of Use](#) 

§ 5 Requests and orders

Requests to use of Archive / Museum must be made in writing by using the application form. Orders for images must also be made in writing. The request / order must contain a detailed description of the objective, topic and material of the project. Generally formulated requests to inspect entire archive categories, as well as bulk orders will not be processed. By signing the request for use and / or the reproduction order form, the signatory recognises and accepts the conditions of use and the charges.

§ 10 Violations against the conditions of use

Concealing the actual authorized research or publication purpose, or the unauthorized extension thereof, culpably damaging or mixing up archive material as well as grave violations of the conditions of use (...) will result in temporary or permanent exclusion from use of the Archive.

Disregard of the conditions of use or of the contractual agreements derived thereof will furthermore lead to a raise in the fees owed:

- a) 100% in case of missing or false mark of origin according to § 16 (Obligation of Reference).
- b) 500 % in case of misuse or infringement of authorizations granted.

§ 11 Assistance by Archive personnel

Our reference staff will assist research projects merely by identifying and providing archived materials, books or pictorial material. Written information concerning matters of research will generally be restricted to notifications on the availability of archived materials, print items or illustrations. To provide further information is entirely within the Archive's discretion.

§ 13 Photographic material

(...)

Negatives may not be checked out; colour slides may only be borrowed after paying a lending fee whose rate is laid down in the scale of charges. The loan period is restricted to 3 months. If an item is overdue, additional obstruction fees will be raised which amount to 50% of the lending fee per started month. In case of loss, damaging of or failure to return items within 6 months, the borrower will have to bear the costs of the reacquisition.

Colour photographs intended for publication may - as a matter of principle - only be produced by a contracted photographer of the Richard Wagner Foundation. Exceptions can only be granted after the pre-payment of a special fee. In this case the Archive must be provided with a duplicate each of the negatives or colour slides within four weeks after production - free of charge and under assignment of all rights, especially that of exclusive right of use.

Taking pictures within the Museum is subject to authorization and remuneration.

§ 14 Publication of illustrations

Connected with the handing over and posting of reproductions of illustrations or the permission to take pictures is an authorization of publication. This authorization is only valid for a single publication and is restricted to the print or photographic material mentioned in the request for use (Simple Right of Use).

This authorization for publication however does not apply to copyright claims of a third party should it exist and / or be asserted. When illustrations from its holdings are published, the Archive / Museum are to be exempted from said claims.

Copyright compliance is therefore incumbent on the patron / applicant.

Should the user make a contract with a third party (publishing company etc.) about the publication of illustrations, the latter will have to contact the Archive once more on account of the necessary authorizations. User-, curatorial and provision fees comply with the current price list. They contain a compensation for loss of use for archived material and museum items, provision fees for holding of, care for and administrating of the Archive as well as the service rendered by the Archive; they do not, however, contain the right to compensation of copyright claims in accordance with the German Copyright Act (UrhG). Utilization by way of electronic media and digital image storage devices is generally prohibited and requires the Archive's written consent. The sole exceptions hereto are JPEG files acquired from the Archive upon payment of the reproduction fees for publication on the Internet and other networks stated in the current price list. Internet use requires the prior written consent of the Archive. Pictorial information saved in the image file, in particular the credit plus URL, may not be manipulated or removed. Violation of this provision will result in the levying of an extra charge of 100 % of the reproduction fee. Any alteration of an image (colour, section, proportions, etc.) requires prior consent. Permission to publish on the Internet and other networks is given for no more than 1 year; users must reapply for such permission in writing before the end of this term if they desire extended utilization. It is expressly forbidden to post all other images (JPEGs) on the Internet and other networks, except those acquired from the Archive for this purpose.

§ 17 Specimen copies

Of every publication based on accessing the Museum or the Archive or in which any of the Archive's illustrations were used, an unsolicited specimen copy is to be rendered. This applies in particular to doctoral dissertations and other theses.

A DVD copy of any film footage shot in the Museum, either entirely or in part, must be sent to the Archives. The Richard Wagner Museum and the National Archives of the Richard Wagner Foundation must be mentioned appropriately in the credits.

§ 20 Fees

Fees are raised for accessing the Archive/Museum, for the reference staff's time- and work effort connected with this accessing or with answering written requests, as well as for posting and / or publishing of photos or films depicting any of the Archive's / Museum's illustrations or items. These fees are classified and laid down in a schedule of fees and will be conveyed on request. School pupils, students and post-graduate students will not be liable for any charge upon production of the requisite ID.