

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"/> |
|----------------------|----------------------|----------------------|

Name

Surname

Occupation

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

House #/Street

Postal code/City

Country

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

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

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

If academic paper: Professor's name

### Planned date of use:

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

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

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 June 2nd, 2022)

Here you can see the complete [Conditions of use](#) ↗

## § 5 Requests and orders

Requests to use of Archive / Museum must be made in writing by using the application form.

## § 5 Applications and orders

Applications to use the Archives must be made in writing, using an application form. Orders for images may also only be made in writing. Forms and further information can be found online at <https://www.wagnermuseum.de/nationalarchiv/archivbenutzung/>.

The application /order must contain as detailed a description of the objective, topic and material of the project as possible. Generalised applications to view entire archive categories, as well as similarly generalised or convoluted applications are not possible.

By signing the application for use and/or an order form for reproductions, the signatory/client confirms that he/she has read and understood the regulations on use and charges and accepts their conditions.

## § 9 Violations of the Conditions of Use

Concealment of the actual or unauthorised extension of the approved purpose of use, intentional or negligent damage to or mixing up of archival materials, as well as violations of the conditions of use, especially unauthorised, arbitrary reproductions of archival materials, the removal or attempted removal of archival materials, other collection materials, archival aids, books, etc. shall result in temporary or permanent exclusion from the use of the archives.

Violation of the conditions of use or contractual agreements shall furthermore lead to an increase in the fees owed:

100 % in the case of missing or incorrect proof of origin according to § 15 (obligation to indicate source).

500 % in the event of misuse of or exceeding the permits issued.

Archive users are obliged to take the greatest possible care when handling archival records and books. They are liable for damage to the archival materials through alteration, soiling and vandalism as well as loss. Damage to media also includes entries of any kind, such as strikeouts and correction of errors, as well as folding of pages, plates and maps.

Damage or loss must be reported immediately.

The Archives management shall determine the type and amount of compensation at its due discretion. It is prohibited to repair damage oneself or to have it repaired. The Archives may demand the procurement of a replacement copy of equal value or charge to the user the costs for the replacement of the original, a copy by reprint or costs in the amount of the assessed value.

## § 10 Assistance by Archives Staff

The Archives staff shall only assist in research by identifying and presenting archival records, literature or image material.

Written information shall be limited to notifications of Archives holdings.

Further information is at the discretion of the Archives staff and is subject to charges in accordance with the applicable schedule of fees.

## § 12 Image Reproductions

Image reproductions of archival materials or collection items shall be made in the name and for the account of the client. The costs shall be determined by the schedule of fees and shall be payable in advance against invoice, in exceptional cases and at the discretion of the Archive management also after delivery. In accordance with the order, delivery is usually made either as a high-resolution image file or as a PDF.

Image reproductions intended for publication are generally produced by Archives staff or by photographers contracted by the Richard Wagner Foundation. Exceptions are only permitted against a special fee. In this case, a high-resolution image file must be made available to the Archives free of charge within four weeks of production, together with the transfer of all rights, in particular the exclusive right of use.

In the museum, photography, with the exception of photographs taken by visitors for exclusively private use and excluding the types of use permitted under copyright law (reproduction, dissemination, publication, etc.), is subject to authorisation and payment.

## § 13 Publishing of Photographs

The permission to publish is associated with the transfer and transmission of image files of archival materials or collection items or the granting of a photography permit (usually for the museum). The permission is only valid for a single publication and is limited to the print or film product specified in the image order or in the application for use (simple right of use).

The permission to publish does not, however, extend to copyright claims of third parties, insofar as such claims exist and/or are asserted. In the event of publication of image reproductions of archival materials or collection items from its holdings, the Archives/Museum shall be exempted from any such claims. The client/applicant is therefore responsible for observing and, if necessary, clarifying copyright regulations.

The fees for the administration, provision and use of image reproductions shall be governed by the applicable schedule of fees. They shall include compensation for the use of

image reproductions of archival records or collection items or a provision fee for storage, maintenance and administration of the Archives as well as the service provided by the Archives, but not compensation for copyright remuneration claims pursuant to UrhG (Copyright Law) in the sense of a licence.

The image information stored in the file, in particular the image reference including URL, may neither be manipulated nor removed. In the event of infringement, a surcharge shall be levied in accordance with § 9 para. 2a.

## § 16 Specimen copies

A specimen copy of every publication based on the use of the archives or used in the image reproduction of archival material shall be submitted unsolicited after publication. This applies in particular to dissertations and admission theses.

A DVD copy shall be sent to the Archives of films that have been shot in whole or in substantial part in the Museum or Archives.

The Richard Wagner Museum or the National Archives of the Richard Wagner Foundation Bayreuth shall be named in an appropriate form (e.g. closing credits).

## § 18 Fees

The use of the Archives, the work and time expended by the staff in connection therewith or in answering written enquiries, as well as the delivery of image reproductions, is subject to a fee. The fees are set out in a schedule of fees, which can be accessed at <https://www.wagnermuseum.de/nationalarchiv/archivbenutzung/entgeltordnung/>.

## § 19 Liability

As a matter of principle, the use of the Archives is at the own risk of the authorised users, who must exercise due care and follow the instructions of Archives staff.

The Archives shall only be liable for damage resulting from the use of the facilities if it is guilty of intent or gross negligence. This shall not apply to damage to life, limb or health, in which case the statutory provisions shall apply.

The Archives shall not be liable for damage caused by borrowed media to equipment or other objects of the authorised users or of third parties.

No liability shall be assumed for personal injury or damage to property caused to authorised users by third parties in the course of using the Archives. The exclusion of liability also includes lost objects belonging to authorised users, damage caused by improper use of the media, the condition of the media, errors in borrowing or in providing information.

The Archives assumes no liability for errors or defects in technical equipment installed in the Archives and serviced by outside companies.

## § 20 Data protection

The National Archives of the Richard Wagner Foundation collects, processes and stores personal data, partly in electronic form, to the extent necessary to provide its services. The legal provisions of the Federal Data Protection Act and the Bavarian Data Protection Act shall be observed.

The Archives may transmit personal data to third parties in electronic form within the scope of commissioned data processing for the provision of its services.

For the application for formal admission to use as well as when updating a user account, the following data shall be collected and stored (user master data):

1. Name
2. Date of birth
3. Gender
4. Details of the identity document: type of document and expiry date
5. Postal address
6. Telephone number (optional)
7. e-mail address (voluntary information).

In addition to the data mentioned under para. 3, the Archives collects and stores the following data for a user application:

1. Occupation of the user
2. Subject of the work or objective of the use of the Archives
3. Purpose of use
4. Intended type of evaluation
5. Archival items provided.

Authorised users may consent to their name, address and intended use being communicated to other persons with similar intended uses. Authorised users will not suffer any disadvantages during use if this consent is not granted.