



**ZEPPELIN MUSEUM**  
FRIEDRICHSHAFEN

Zeppelin Museum Friedrichshafen GmbH • Archiv • Seestraße 22 • 88045 Friedrichshafen

**APPLICATION FOR USE AND DECLARATION OF CONSENT**

First name, surname \_\_\_\_\_

Company (where applicable) \_\_\_\_\_

Nationality \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

University/Client \_\_\_\_\_

Thesis advisor/Supervisor \_\_\_\_\_

Research topic/timeframe \_\_\_\_\_

\_\_\_\_\_

**Purpose of use** (please check):

- Scientific                       School-related                       Private/family history  
 Teaching and lessons                       Commercial  
 Other purposes:

\_\_\_\_\_

Is a publication planned? If yes,

Name of the publication: \_\_\_\_\_

Publishing house: \_\_\_\_\_

Planned circulation and date of release: \_\_\_\_\_

In the event that your results are published with material from our archives, you are obliged to **send two copies free-of-charge** to the archive.

I hereby agree that the users of the archive can view my research results.                       Yes     No

I hereby acknowledge these terms and conditions of use of the archive of Zeppelin Museum Friedrichshafen and commit to observe all the points contained therein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# ZEPPELIN MUSEUM

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## TERMS AND CONDITIONS OF USE OF THE ARCHIVE OF ZEPPELIN MUSEUM

### FRIEDRICHSHAFEN GmbH (in the following Archive)

#### § 1 Conditions of Use

1. Only visitors who can provide evidence that their research fulfills a scientific or other equally valid academic purpose will be permitted access to the Archive.
2. The user is required to fill in a Permission to Use Application Form which includes a declaration of acknowledgement of the Conditions of Use. The subject and purpose of the intended research must be specified precisely.
3. The user will only be allowed to use the Archive for the reasons stated in the Conditions of Use.
4. Assistance by others has to be authorized by the archive staff. The names of co-workers must be listed in the Permission to Use Application Form. Co-workers are also subjected to the Terms and Conditions of Use; applicants will be personally liable for any infringements perpetrated by their co-workers.
5. The compiled data will be filed for statistical and internal archival purposes in accordance with current German legislation.

#### § 2 Provision of Archival Material

1. The provision of search aids (card indexes, inventories, repertories, directories, electronic data storage devices, photographic storage devices) is carried out at the archival staff's discretion. Provision will not be permitted if the user might thereby gain access to unauthorized information.
2. Viewing archival material is only possible in specific rooms; appointments for that purpose must be made in advance, taking archive opening hours into consideration.
3. Passing on archival material to a third party is strictly prohibited.
4. Removal and postal delivery of archival material is not permitted.
5. It's not allowed taking digital photographs of the documents or using hand scanner.
6. Any duplication of the documents will be made by archive staff.

#### § 3 Treatment of Archival Material

1. The archival material and search aids must be treated with maximum care; the user is liable for any act of negligence.
2. Convolutés (bundled archival materials) are not allowed to be opened.
3. Instructions given by archive staff are to be followed explicitly.
4. It's not allowed to drink or to eat at the desk.

#### § 4 Disclosure and Publication of archival Material



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1. The user is only allowed to use the provided archival material and search aids for the purpose for which permission has been granted. If users want to use knowledge gained from the archival material for a different purpose, they must re-apply for authorization.
2. In the event of publication, the sources used must be named as following:  
© Zeppelin und Museum Friedrichshafen – LZ-Archiv
3. The user bears the sole responsibility for the maintenance of personality and intellectual property rights. He commits himself to publish names only in anonymous form if an approval with the publication cannot be expected.
4. The user is obliged to show the head archivist those parts of his documents that are based on material from the Archive on demand before publication. Corrections and alterations have to be made if deemed necessary.

## § 5 Liability

The Archive are not liable for damages sustained by the user of the archives.

## § 6 Restrictions / Exclusion of Use

1. The user's permit can be revoked or conditionally given, if:
  - Legitimate interests of a third party are compromised – particularly regarding persons still alive or bailors of archival materials;
  - There are serious concerns about the user personally or the purpose of their research;
  - The condition of archival materials does not allow usage at all.
2. The user can be denied access to the Archive temporarily or permanently in the event of a violation of these Terms and Conditions of Use. The user's permit can be revoked at any time, if the true purpose of use has been concealed.

## § 7 Piece of advice for the use of the archive / Charges

1. The Archives charges fees for certain services based on the currently valid scale of fees.
2. **Electronic devices capable to take photographs** (cell phones, digital cameras, I-Pads, hand scanner, and suchlike) are not permitted.

## § 8 General Data Protection Regulation (GDPR)

We inform you that the data of the questionnaire will be deleted unless there are other legal record retention periods or the data serves law enforcement. You can find more information about our data protection at <https://www.zeppelin-museum.de/de/museum/datenschutz>.

Friedrichshafen, 01/07/2022