

## REGULATIONS FOR USE

The archives of the Austrian Province of the Society of Jesus (AASI) play a two-fold role within the Society: they serve in the administration of the province and in the exploration of its history.

In order to facilitate your and our task, we ask you to take notice of the following points:

- Please make arrangements for your visit in advance (telephone, e-mail).
- The reading room is usually accessible Monday-Friday, 9.00 a.m. to 1.00 p.m.

### Regulations

1. For using the archives of the province, a request has to be submitted. Any researcher unknown to employees of the archives is asked to identify himself/ herself by an identity card at the first visit.

2. As a matter of principle, material from the past fifty years is not available for consultation. In special cases (e.g. individual rights, interests of third parties to be protected etc.), files may remain closed for a longer period.

Special authorization for consulting restricted material is only possible for scientific research. The decision concerning these special authorizations is, in the first instance, incumbent upon the manager of the archives and, in the second instance, upon the Provincial of the Austrian Province of the Society of Jesus.

3. All users promise to observe all legal regulations, especially those regarding copyright and individual rights. Editions and reproductions of archive material are subject to a special authorization (permission for publication) which is granted in the first instance by the manager of the archives, in the second instance by the Provincial of the Austrian Province of the Society of Jesus.

4. All researchers agree to donate to the archives immediately and without charge a copy of any publication, written, audio-visual etc., that results from research in the archives and is based on material contained therein.

5. The material in the archives is to be handled carefully and has to remain in the same order and arrangement as provided. It is forbidden to affix marks or notes on any material.

6. The material may not be removed from the reading room.

7. Eating, drinking and smoking are forbidden in the reading room. Moreover, one must not carry bags, coats, umbrellas etc. into the reading room.

8. The archival staff, mindful of possible risks to the documents, makes requested copies. All copies, reproductions etc. are to be paid for.