

Thank you very much for your interest in our collection!

## TERMS OF USE FOR THE AZ W COLLECTION

### 1. Appointments

Our collection can only be visited by appointment.

### 2. Written request for consultation

Reference inquiries have to be sent by e-mail to [sammlung@azw.at](mailto:sammlung@azw.at). Please use the "Reference Inquiry Form" (download at [www.azw.at/collection](http://www.azw.at/collection)). The form needs to be returned signed to us prior to your visit and include following personal data:

- institution/company name
- name and first name of user
- postal address, telephone number, e-mail-address
- specifications of the material or projects
- name of architect/s, photographer/s
- intended usage

With your signature you accept the terms of use for the Az W Collection. Each visit in our archive requires a separate inquiry.

### 3. Lead time

Please note that our lead time is up to 3 weeks, since the majority of items in our collection are stored outside Vienna. A maximum of five projects can be viewed per appointment.

### 4. Limitations of usage

The use of materials from the collections held by Az W can be refused, in whole or in part, if copyrights, personal rights or data protection rights, contracts with archive providers, the condition of the materials or their processing status require it. There may be temporary restrictions for materials that are needed for in-house research, exhibitions or publications.

### 5. Cancellation

If you cannot keep the appointment we request a cancellation on your behalf by e-mail (at the latest, two days before your scheduled appointment). Later cancellation and no-shows can be charged or lead to decline in access for the user to the collection.

### 6. Reproductions

The majority of the objects in the Az W Collection are not available in digital form. Reproductions (scans or digital photographs) can be ordered at the expense of the customer. The delivery of the files will take place after the payment of the order has been credited. Note that the order and billing process can take up to 5 weeks. For publications a separate approval and contract is needed (see point 8 below). The Az W reserves the right to charge a nominal fee if digital material from the Az W Collection was passed on unlawfully by a third party.

**7. Photos taken by the visitor himself**

While viewing the collection, you are allowed to use your own camera to take photos for study purposes only. This authorisation can be withdrawn at any time, if objects in the collection might be damaged or if there are legal limitations. Self-made photos are not to be published or passed on to third parties. The photos, including the right to use the respective work, must be provided to Az W on request.

**8. Permits to use a work**

Any use (printed or digital) of materials from the collection requires a prior written approval of Architekturzentrum Wien. Authorisations to use a work are issued for the specific intended usage and have a one-time validity; any further usage (e.g. reprint, edition) requires a separate agreement and compensation. Requests must be submitted by using our order form, where details on the objects, name of the author or editor, publishing house, intended use and scope of use as well as the precise image credits and fees are contractually arranged. By signing this document you confirm that you have taken note of the regulations for using the Az W Collection. The customer must obtain approvals under the copyright law from the respective rights owner. The customer commits to indemnifying and holding harmless Az W with respect to any third-party claims that are derived from the usage of the reproductions. Transfer of digital or analogue material to third parties is strictly prohibited. All digitally provided material from the Az W Collection must be deleted after the agreed usage from all storage units and data carriers of the purchaser.

**9. Complimentary copy**

In the event of materials from the collection being published, Az W must be provided with two file copies of the relevant publication. In the event of scholarly final papers (dissertations, theses and bachelor or masters theses, etc.), Az W must be provided with one printed file copy.

**10. Loans**

It is possible to borrow materials from the Az W collection for exhibition purposes under certain conditions, which must be governed in a separate loan contract. Please note that requests for borrowing must be submitted at least 3 months before the exhibition starts.

If you have further questions, our staff will be happy to assist you.