

Terms of Use for the Az W Collection

Thank you for your interest in our collection.

All requests (consultation, reproduction and usage requests as well as loan requests) must be sent in writing to sammlung@azw.at using the [contact form](#). Requests can only be processed once the form has been received.

Please note: The majority of the Az W collection holdings have not been digitized. We are unable to comply with research requests for digital copies of entire projects. However, we look forward to your visit to our collection depot in Möllersdorf.

CONSULTATION

1. Requests for access

Please submit requests for access to collection holdings exclusively by e-mail to sammlung@azw.at.

The contact form above must be submitted with the following data:

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

2. Appointments

Consultations of our collection holdings are only possible by prior appointment at the Az W collection depot in Möllersdorf. Appointments are allocated in the order in which the contact form is received. A maximum of five projects can be viewed per appointment. Please cancel your appointment in good time by e-mail, otherwise cancellation fees may apply or users may be blocked from further viewings.

3. Restrictions on use

The use of materials from the Az W collection may be refused in whole or in part if copyright, personal or data protection rights, contractual reasons, the state of preservation of the materials or their state of processing make this necessary. Temporary restrictions on use may also apply to materials that are required for the archive's own research, exhibitions or publications. If the request relates to sufficiently published material, the applicant will be referred to the Az W Library.

4. Photography

When viewing the collection, you may take photographs with your own cameras for study purposes. This permission may be denied if the collection objects could be damaged or if there are legal restrictions. The images may neither be published nor passed on to third parties. The visual documentation of entire collections is not permitted. The images,

including the rights of use, must be made available to the Az W on request. The general conditions for handing over these photos are set out in a separate information sheet.

REPRODUCTIONS AND RIGHTS OF USE

1. Reproductions

Most of the objects in the Az W collection are not available in digital form. Reproductions (scans or digital photos) can be made or commissioned by the Az W at the customer's expense (see price list: https://www.azw.at/wp-content/uploads/2024/01/de_AzW_Preisliste_2024.pdf.) By request you will receive an order form. Digital images will only be provided against advance payment. Please note that the ordering process can take up to 5 weeks. The ordered digital reproductions may only be published after a separate release and approval. The Az W reserves the right to charge a copyright protection fee in accordance with the current price list for digital reproductions of collection objects that are made available by third parties without authorization.

2. Rights of Use

Any publication of materials from the collection requires the prior written permission of the Architekturzentrum Wien by using an order form. Permissions for the use of works are granted for specific purposes. They are valid once only for the specified use. Any further use (e.g. reprint, new edition) requires a separate agreement and payment.

Details of the collection items, type and name of the planned publication, purpose and scope of use as well as precise image credits and usage fees are contractually regulated in the order form. With your signature, the order becomes binding in accordance with the usage guidelines.

The customer undertakes to obtain the copyright permissions of the respective rights holders for all materials received for which Az W is not the rights holder. The customer undertakes to indemnify and hold the Az W harmless from any third-party claims arising from the use of the reproductions.

The transfer of digital or analog material from the Az W collections to third parties is prohibited. The data provided must be deleted from all data carriers and storage units of the customer after agreed use.

3. Complimentary copies

If collection materials are published, the Az W must be provided with two complimentary copies of the respective publication. In the case of academic works (dissertations, diploma, bachelor's, master's theses, etc.), a digital version as a PDF is sufficient.

LOANS

The loan of materials from the Az W collection for exhibition purposes is possible under certain conditions, which are regulated in a separate loan agreement. Please note that the final loan request with the previously researched specifications must be submitted at least 4 months before the opening.