

## User regulations for the Study Centre at the Swiss National Museum (SNM)

These regulations govern the general use of the SNM's Study Centre in order to protect the viewable items available to view on site and to ensure a pleasant working environment for all involved.

1. To use the study collections, you must register in writing with the central contact [studienzentrum@nationalmuseum.ch](mailto:studienzentrum@nationalmuseum.ch) or the relevant curator at least seven days in advance.
2. Specific user regulations apply to individual study collections and must be complied with when using them.
3. When using the SNM library at the National Museum Zurich, the library's terms and conditions and opening times apply.
4. The study collections are to be consulted and used in the designated areas of the Study Centre. No objects are to be removed from these premises.
5. The required objects will be provided by the specialist staff. The objects provided are to be handled with the greatest possible care and the instructions of the SNM staff are to be strictly followed.
6. Users are liable to the SNM for all damages.
7. Ordered objects are generally made available to view on the agreed date, but may be reserved for longer by arrangement. The number of ordered or viewable objects may be limited depending on the study collection.
8. Requests to view objects may be rejected for conservation or curatorial reasons. In such cases, the SNM will provide photographic reproductions if possible.
9. Reproductions are produced by the SNM's specialist staff if this is possible in conservational and legal terms. The costs of this are determined by the SNM's regulations on fees for the picture archive.
10. Photography of the objects in the study collections items must be agreed to in advance by the SNM staff and is permitted strictly for personal study purposes only, and provided that due care is taken and in no way implies granting rights of use. All other types of reproduction (e.g. scanning or copying) are prohibited.
11. All intellectual property rights to all objects, in particular the copyrights of the pictures, remain in all respects with the Swiss National Museum, insofar as it is entitled to them.
12. For objects that are protected by third party rights, in particular copyright, the user must obtain the necessary rights themselves. The SNM does not provide any guarantee that these rights are available.
13. The user indemnifies the SNM entirely for any unauthorised use and holds it harmless in this respect.
14. Briefcases, bags, coats and umbrellas must be kept in the lockers.
15. Eating and drinking is prohibited on the study centre premises. Phone calls are not permitted in the library's reading room. Please refrain from disturbing other users.