



## Usage regulations for the SBB Historic archive

Valid as of 1 August 2011

### 1. Authorisation

Anyone has the right to access the contents of the SBB Historic archive once they have been released for publication (Arts. 9, 11 and 12 of the Swiss Federal Act on Archiving (BGA) of 26 June 1988, SR 152.1)

This right of access includes:

- Consultation of the finding aid and the documentation
- Reproduction, subject to conservational limitations
- Further use of the information obtained for personal or academic purposes. Commercial usage requires written permission from SBB Historic; in such cases, a usage fee may be charged.

The release period is 30 years for most documents and 50 years for particularly sensitive personal data. Images are generally exempt from the release period. Those releasing documentation may also consult it during the period prior to its release. Contents of the archive may not be changed. Under certain circumstances, third parties may also be allowed to access documentation in the period before it is released (Art. 13, BGA).

### 2. Access and services

Users of the archive should arrange their first visit with the archivists. They must provide their personal details as well as the purpose of their research. Subsequent visits must take place during opening hours or else be arranged with the archivists. The contents of the archive should be consulted or copied at one of the reading stations. Loans are only permitted in justified exceptional cases – such as the creation of a publication in the interests of SBB – and in the presence of written consent. Such exceptions are approved by archive management.

All access and services are governed by the Federal Act on Archiving. In case of doubt, the SBB Historic archive may also refer to relevant ordinances of the Swiss Federal Archives.

The basic service offered by the archive – providing documentation and allowing viewing – is free of charge. Other services, particularly the copying or reproduction of documentation, are fee-paying. Rates are set in accordance with the fee regulations of the Swiss Federal Archives and other comparable institutions and contribute to covering the cost of running the archive.

### 3. Additional services subject to a fee (collections, library and archive)

See price list entitled "SBB Historic collections, library and archive: additional fee-paying services".

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