

The Austrian Archives for Adult Education

Archive and User Regulations

As of: May 2018

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Part of Die Wiener Volkshochschulen GmbH

I. The Austrian Archives for Adult Education

1. The Austrian Archives for Adult Education are the only institution in Austria that systematically collects documents and materials on the history of popular education and adult education.

The Archives serve as the corporate archive of *Die Wiener Volkshochschulen GmbH* as well as the archives of the Association of Austrian Adult Education Centres, the federal state associations of Austrian adult education centres and the individual adult education centres. The focus of the collections is the Austrian adult education centres, which easily make up the largest popular education and adult education institution in Austria. In addition, the Austrian Archives for Adult Education house the holdings of the Austrian Conference on Adult Education (KEBÖ), in which all non-profit adult education associations listed in the 1973 Adult Education Funding Act are represented, as well as the holdings of both the Austrian Society for Political Education (*Österreichische Gesellschaft für Politische Bildung*) and the Working Group of Critical Librarians (*Arbeitskreis kritischer Bibliothekarinnen und Bibliothekare*); it also includes numerous collections of a very wide range of institutions that have been active in the areas of popular education, adult education and continuing education.

2. By order of the management of *Die Wiener Volkshochschulen GmbH*, a set of rules and regulations entitled “Document Submission Plan” (*Dokumentenabgabeplan*) was drawn up and implemented in February 2014. In August 2016 it was incorporated into the quality management system LQW as the key process of the entire company. This plan arose as part of a record management procedure that defines the overall responsibilities of the management and the responsibilities of each director or manager of the individual institutions and departments. Over the course of several workshops that served as a platform for sharing experiences and resolving issues that arose in practice, the “Document Submission Plan” developed into a “Document Submission According to Plan” (*planmäßige Dokumentenabgabe*) that is regarded as the “archive law” of *Die Wiener Volkshochschulen GmbH*.
3. The regulations in “Document Submission According to Plan” apply to all institutions of *Die Wiener Volkshochschulen GmbH*. “Document Submission According to Plan” governs all aspects of the systematic and reliable transfer of documents of archival value and any other materials originating from work in the company’s administrative departments, the individual adult education centres and event centres and the specialised institutions. It defines:

- 3.1 Responsibility: The responsibility always lies with the executive of one of these sites that produce documents and materials while performing work. The executive instructs one person or two or more people to carry it out; their names must be written down on a record sheet. An updated version of this record sheet must be provided to the Austrian Archives for Adult Education in the event of changes in personnel.
- 3.2 Intervals for submitting documents: The materials are delivered according to the intervals and deadlines written on the record sheet. The Austrian Archives for Adult Education must be notified of any changes.
- 3.3 Procedure for submitting documents:
- a. A list of the collected documents and materials must be provided to the Austrian Archives for Adult Education no later than two weeks before the planned transfer. Upon receipt of this list, the Archives agree upon a date of delivery with the site making the submission and the central dispatch department.
 - b. The documents and materials should be well organised and transferred in clearly labelled containers.
 - c. Special staff members should be designated to back up digital documents. Only they will be authorised by the Archives and provided with access to the appropriate folder on a specially established “Document Submission” server by the IT department. With the exception of these persons with limited access, only staff members designated by the director of the Austrian Archives for Adult Education have unrestricted access to these documents.
 - d. Text documents should be given descriptive file names and saved in PDF/A format.
 - e. Pictorial documents should be saved as JPG or TIFF files and either given descriptive file names or accompanied by a list that includes a sufficiently detailed description of the photo.
- 3.4 Types of materials that must be handed over: All persons responsible were provided with a detailed as well as a practical short and concise definition of the term “document”. In addition, a checklist was created as a reminder of all potential types of documents and materials; it must be kept up-to-date. Only the Austrian Archives for Adult Education determine whether materials are of archival value. For practical reasons, the output of administrative, technical and organisational routine decisions generally is not considered to be of archival value. Examples include bank receipts, payment receipts, course lists or attendance lists.

II. Archive regulations

1. The Austrian Archives for Adult Education collects documents and materials in order to develop its holdings. The holdings are registered electronically in a standard archive inventory or inventories of individual holdings. The archive information system THESEUS provides an overview of the holdings and collections preserved in the Austrian Archives for Adult Education in the “Archive Plan”, which is also available on the web portal. It includes two different search features (simple search and advanced search with multiple fields).
2. The holdings of the Austrian Archives for Adult Education are organised in groups.
3. Holdings are indexed according to the principle of provenance. Only in exceptional cases does the principle of pertinence supersede it. For instance, this applies when important documents are missing from one holding but are included in another holding.
4. The systematic indexing or registration of collections and holdings normally occurs down to the level of sets of documents; in exceptional cases, registration is carried out at the level of the individual documents.

III. User regulations

1. The holdings and collections of the Austrian Archives for Adult Education are open to the public. They may be used free of charge and without restriction by the user.
2. Open access is restricted:
 - a) in compliance with data protection legislation and
 - b) for reasons of conservation and
 - c) in cases in which trade secrets are at stake.
3. The Archives comply with the current version of the provisions of the Austrian Copyright Act in the Federal Law Gazette 1936/111 concerning the rights of use of plans, drafts, photographs and letters and the protection of images. All personality rights are protected in accordance with this act. The provisions of the federal law on protection of personal data (Data Protection Act 2000 – DSG 2000), Federal Law Gazette I No. 165/1999, last modified by the Data Protection Amendment Act, Federal Law Gazette I No. 120/2017, and current versions of other equivalent legislation must be complied with in full. The user is solely responsible for adhering to copyright, personality and data protection legislation.
4. Use of the Archives requires registration by telephone or – if possible – by email. A precise description of the project and a list of the materials the user wishes to inspect should be included. Registration must occur at least 24 hours before use.
5. The user is obligated to provide the Austrian Archives of Adult Education with an unsolicited, complimentary copy of all publications, diploma theses, dissertations and habilitation theses (according to the provisions in § 11 par. 3 of the Federal Archive Act) immediately after they are published.
6. Publications must respect copyright and personality rights and other interests of third parties that are worthy of protection, especially data protection in accordance with § 11 par. 1 and 2 of the Federal Archive Act.
7. The terms of use and citation rules must be signed directly before inspection of materials occurs. Information about the person and research topic must be provided and permission must be granted to the Austrian Archives for Adult Education to store this information electronically.
8. The materials are provided by archive staff. The Archives reserve the right to limit the amount of materials provided to the user. The user should inform the Archives as soon as possible if he or she is unable to visit the Archives at the arranged time.

9. In the absence of special notification from the user, prepared archive materials will be held in the user room for a maximum of 24 hours.
10. Inspection of the documents and materials is only possible in the designated user room during regular opening hours. Access to the storage rooms is not permitted.
11. It is not possible to borrow archival materials. Materials can only be taken out of the Archives if either a lending contract or permission for use contract has been concluded (for example for an exhibition).
12. Materials may be copied or scanned for a fee. A price list is available online.
13. Copies or scans may be requested in exchange for reimbursement of costs according to the price list.
14. Damaged or fragile materials may only be copied by archive staff – if at all.
15. The user must handle all types of documents or materials with the utmost care. It is strictly prohibited to add notes, lines or drawings to the materials, to glue them, to fold them or to change them in any other way.
16. Eating and drinking are prohibited in the user room.
17. If damage occurs due to negligence, the user must bear the cost of repairing the damage. If the damage is not able to be repaired, compensation for the damage as stipulated by the director must be provided.
18. The same regulation is in effect for intentional damage. Any such behaviour will result in a ban on visiting the Archives.
19. If the terms of use are violated, the user must indemnify the Austrian Archives for Adult Education in the event a third party raises a claim against the Archives.
20. If reproductions are published (printed matter, film and television footage), duplicated or made available to third parties without the permission of the Austrian Archives for Adult Education or if no source is cited, the Archives will claim damages that are ten times the cost of producing or using the reproduction or at least EUR 1,000.
21. There is no charge for private use of reproduced materials (scans or copies). In the event of an exhibition or publication of archival materials, a permission for use contract is issued. There is no charge to use archival materials in exhibitions. In the event of a publication (book, exhibition catalogue, folder, poster), a user fee is charged.
22. To guarantee a standard citation procedure, the user agrees to refer to archival materials according to the citation rules provided to the user along with a summary of the user

regulations (terms of use) and signed by the user before the materials are inspected.

23. The photographing of archival materials requires the approval of the Austrian Archives for Adult Education and may be authorised for a fee according to the price list. Images made with a digital camera must be provided to the Archives.
24. Consultation appointments with research archivists can be arranged upon request.
25. For a fee, research requests are carried out by archive staff according to their capacity. Regardless of the results, payment is mandatory for research services. The price list available online includes the fee for research.
26. The Austrian Archives for Adult Education are not liable for damages to the property of users or for any harm to their health that results from using archival materials.