

Regulations for Use

Archive and Library

- The aim of the Arnold Schönberg Center Foundation is to make Schönberg's legacy accessible and available for critical studies and research by scholars, composers, musicians and the general public.
- Admission to the Archive and Library is free. For a nominal fee to offset expenses, the ASC offers the user the most up-to-date conveniences in the areas of communication, data processing and reproductions.
- Hours of admission: Monday through Friday from 9 am to 5 pm. The Archive and Library of the ASC are closed on legal holidays.
- Materials of the collection are to be used only on the premises of the ASC. There is no lending policy.
- Interested persons with more extensive research projects are requested to give advance notice of the beginning date and duration of their visit and to submit a short abstract of their research goals.
- Each user of the Archive and Library must identify himself by means of registration in the Users' Book and presentation of an official document (passport etc.), from which the page with photo ID will be copied for purposes of identification.
- Before entrance to the areas of the Archive and Library, coats, umbrellas and bags are to be left in the lockers provided.
- As a rule, archival materials will be presented in the form of copies, microfilms and microfiche. In exceptional cases, original documents from the Arnold Schönberg legacy (hereafter „originals“) can be viewed, but only on the condition of advance application, upon signing of a user request form, and then exclusively in the specially designated „Manuscript Viewing Room“ of the ASC.
- The archivist of the ASC may deny permission to view originals or other archival materials of the ASC, depending on their state of preservation. The number of originals or other archival materials of the ASC to be presented to the user is left to the discretion of the archivist.
- While working with originals in the Manuscript Viewing Room, the user may have at his disposal only paper, pencil and notebook. Fountain pens, felt-tip or fiber-tip pens and other writing implements leaving indelible marks are prohibited in this room. An archivist of the ASC will be in charge.
- The user understands that he is under the constant surveillance of cameras in the Library and Manuscript Viewing Room.
- Originals must be handled with care and consideration. While working with originals, the user is obliged at all times to wear the protective gloves provided by the ASC.
- Documents are to be left in the order in which they are found, even if this order is incorrect. Observations concerning incomplete or false information with regard to attribution or order will be welcomed.
- The user is responsible for damages he may inflict upon materials from the Archive or Library of the ASC during his visit. In case of damage, he must bear the cost of replacement (books, articles etc.) or restoration.
- Where legally admissible, reproductions of materials from the Archive and Library will be carried out exclusively by the archivist. The user agrees to use such copies only for his own research, or for purposes agreed upon in writing by the ASC, and neither to give them to nor permit their use by a third party. Self-contained partial collections of the ASC cannot be filmed or copied in their entirety.
- For the publication of scholarly findings based upon the Arnold Schönberg legacy, the Foundation is to be cited as repository. The Library of the ASC is likewise to be presented a complimentary copy of the publication.
- Documents from the Arnold Schönberg legacy may not be reproduced without written permission from the ASC. The user is obliged not to infringe upon the rights (in particular those concerning copyright and privacy) of the ASC, or of third parties that may be associated with the ASC. The ASC is not held accountable should the user violate these rights.
- The ASC expressly binds the user of the Archive and Library to all rights of ownership and their application. Where appropriate, Users' Regulations will be made available to users of the Archive and Library of the ASC and in turn will be acknowledged by them. These Regulations for Use are subject to change without notice.