



Information Leaflet for Guests

Opening hours

Monday to Thursday 9 a.m. to 4 p.m.
 Friday 9 a.m. to 2 p.m.
 Please make an appointment beforehand.

Contact

Freie Universität Berlin
 Universitätsarchiv
 Malteserstr. 74 – 100, House L (Ground floor)
 DE 12249 Berlin
 E-mail: archiv@fu-berlin.de



Reproduction fee

- photographs may be taken with own camera (€5,00 per 50 pictures plus VAT)
- paper copies (€0,50 for DIN-A4, black and white plus VAT)
- quality scans (€2,00 per template plus VAT)

The reproductions are solely subject to personal use. They may not be passed on to third parties.

Publication of archival documents

- Citation: Freie Universität Berlin, Universitätsarchiv, record group, reference number.
 Short citation: FU Berlin, UA, record group, reference number.
 Citation for photographs: title, photographer: N.N./FU Berlin, UA, photo collection, reference number.
- When publishing archive material fees may incur (see Fee regulation).
- Please bear in mind that in case of publishing material of the Universitätsarchiv the right of personality and the copyright have to be cleared at your own responsibility.
- Please pass on a free deposit copy of your publication to the Universitätsarchiv.

Inspection of files

The use of archival holding is authorized by the management of the Universitätsarchiv (see Archivgesetz des Landes Berlin and the organization and usage regulations of the Universitätsarchiv der Freien Universität Berlin). The approval is restricted to the subject specified in your proposal.

Documents that are less than 10 years old, are blocked for use. Documents holding personal data have a specific retention time: 10 years after death or 100 years after birth of the person concerned, if both dates are unknown respectively 70 years after creation of the documents.