



THE
LUTHERAN
WORLD
FEDERATION

Department for Planning
and Operations

LWF ARCHIVES RULES AND FEES FOR EXTERNAL USE

The Archives of the Lutheran World Federation (LWF Archives) ensure the preservation and dissemination of the institutional memory of the Lutheran Communion. The archivist is responsible for cataloguing, storing, preserving, managing and disseminating documents produced by the Lutheran World Federation. The LWF Archives include both written and audio-visual documents (photographs, videos, sound recordings and microforms).

ARCHIVES RULES

1 – Application of the Archives Rules

1. The Archives Rules determine how to access and use LWF Archives, including:
 - a. Archives of LWF governing and consultative bodies (Assembly, Council, Executive Committee/ Meeting of Officers, commissions)
 - b. Archives of LWF programs, departments and administrative units
 - c. Archives of the Lutheran World Convention
 - d. Archives and personal papers of Lutheran personalities
 - e. Archives of other provenance, collected or deposited in the LWF Archives
 - f. Collections of books, periodicals and brochures preserved in the LWF Archives.
2. The Archives Rules apply to current records, semi-current records and closed records stored in offices, administrative accommodations or transferred to the archives.

2 – Who can access the LWF Archives?

1. The following persons have access to the LWF Archives:
 - a. LWF internal staff members pursuing their professional duties
 - b. External researchers from LWF member churches, universities and the general public, providing certain guidelines are followed.
2. Consultation of archives by staff members and the general public takes place exclusively in the premises of the LWF therefore any visit must be approved and arranged in advance with the archivist. No archival material may be removed from the LWF Archives except for exhibition purposes.
3. Consultation of the archives includes free entrance, guidance and support to start the search, reading, transcribing and quoting the documents.

3 – Terms and Conditions of Access to the Archives

1. As long as they are in office, LWF staff members have open access to the archives of their department or program as well as to the archives of their predecessors without any embargo. To consult the LWF Archives, the user must:
 - a. Fill in the “Archives Request Form,” submit it in advance to the LWF Archivist and inform the staff of his or her coming (at least 15 days before arriving), preferably by e-mail;
 - b. Present at her/his arrival a valid ID (passport, ID card, student card);

- c. Announce her/himself to the archivists each visiting day;
 - d. Request authorization from the archivist before using public or personal equipment, such as microform reader, photocopier, camera, flatbed scanner;
 - e. Inform the archivist before leaving if the consultation of documents is finished and, if not, when she or he will resume.
2. Records and official documents that have been published or made publicly accessible at the moment of their creation remain in open access.
 3. Access is granted to all files of LWF Archives after 20 years, calculated from the date on which the requested file is closed.
 4. In any particular case, the LWF may revoke open access to any document at any time when it asserts preponderant interests.
 5. Files containing personal information of individuals whose disclosure might prejudice or harm their privacy are subject to an embargo period of 50 years.
 6. Files containing information whose disclosure might harm preponderant interests of the LWF are subject to an embargo period of 50 years.
 7. Any disclosure of current and semi-current records requires authorization. Disclosure of current or semi-current archives of Human Resources Department is excluded in any case.

4 – Application to Disclose Records within the Embargo Period

1. The archivist will examine every request to disclose embargoed records. If necessary, the archivist may seek advisory opinions of competent staff members before submitting a recommendation to the director of the Office for Planning and Operations, or any other designated officer for a decision.
2. Authorized disclosure may include restrictions on or specific terms for use of the information, such as, for example, anonymity of individuals or submission of manuscripts before publication, whenever the LWF states preponderant interests.
3. In general, a disclosure on request by a user opens those same records for any other user.

5 – Restriction on the Use of Original Documents

1. The archivist may restrict access to the original document if a microfilmed or digitized copy is available.
2. Regarding sound documents, videos and photographs, the archivist may restrict access to original media items if they consider the consultation could damage the document.

6 – Citation, Use of documents and Post-Publication Copy

1. To identify archival sources quoted in research or publication, whether printed or electronic, the user is asked to:
 - a. Quote the source as “The Lutheran World Federation Archives” or “LWF Archives” and to add the complete archival reference number of any document cited in his or her publication;
 - b. Add a copyright reference to any document reproduced as an image in a publication as “by permission of the Lutheran World Federation” and adding if available author (photographer), title, year and archival reference number.
2. The user is solely responsible for the accuracy of citations or quotations that he or she employs.
3. The user is obliged to provide the LWF Archives with a free copy of any publication, whether printed or electronic, based on research in the LWF Archives, citing, quoting or reproducing a LWF Archives document.
4. Any publication of a LWF Archives document in a critical edition, anthology, textbook or monograph, whether printed or electronic, requires explicit approval of the LWF.

7 – Reproduction

1. The user can make photocopies, scans, prints of microfilms or can take photos with a digital camera (without flash) if authorization by the archivists is obtained and no damage is caused. More information is given in the appendix “Archival Fees.”

2. The user may order copies of documents. More information is given below, under Archival Fees.

8 – Archival Fees Overview

1. Consultation of the LWF Archives is free of charge. The archivist helps and guides the user to start the search.
2. Any other services carried out by the archivist, such as search and documentation on written requests and reproduction of documents, are subject to the search and documentation fee as specified further in the Archival Fees section below.

9 – Copyright and Permission Terms

1. The LWF claims copyright on its archives. Copyright of archives of depositors or depositing organizations is governed by a specific agreement between the LWF and the depositor.
2. The user is obliged to declare any public use of a document reproduced as an image or a sound document.
3. Use of a document (whether text, photo, sound or other) reproduced for non-commercial purposes (i.e. private use, educational purpose or academic research, and not for sale) requires the approval of the LWF, but is free of any permission if there is no other publication subsidy available.
4. The user is required to declare if he or she has any publication subsidy available for an educational or academic publication to cover the full reproduction and permission fee.
5. Commercial use of a document reproduced as an image or of a sound document requires the approval of the LWF and is subject to a permission fee as specified below under Archival Fees. The permission is granted for a single use or publication. Any subsequent use or any use by a third party requires new authorization and is subject to a new permission fee. The user is responsible for preventing illicit use by third parties.
6. Enhanced commercial use as in mass media, internet, advertising, etc., requires an agreement with the LWF specifying the terms of use, such as permitted languages, territories, media, editions, duration of showing in a film or on a website, repetitive use and other terms or conditions of use.

The LWF Archives Rules and Fees, read and approved by the Lutheran World Federation Communion Office Leadership Team, is in effect as of 1st October 2015.

ARCHIVING FEES

The fees apply to the archives documents kept at the LWF Archives. Copy fees paid on site are free. Highly recommended to pay via the LWF donation tool on the website.

	<u>CHF</u>
Copies made by the user on LWF premises	
Self print by user on photocopier	-.20 / sheet
Self print by student on photocopier	-.10 / sheet
Photos made by user on his own digital camera (without flash)	free
Scan made by user on his own flatbed scanner	free
Scan made by user on public book scanner	20.- / half-day
Copies made by archives staff upon order	
Processing and searching of an order	40.-
Processing an order indicating the reference number of the item	20.-
Scan of a document up to 5 pages	5.- / document
up to 20 pages	10.- / document
up to 50 pages	20.- / document
up to 100 pages	30.- / document
Photocopy of a paper original, print of a microform or of a digital born doc	1.- / sheet
Copy of a digital born document	1.- / item
Digitization of a photo or sound document as per labor input of staff	80.- / hour
Special formats (larger than A4 or other), delicate or damageable originals	80.- / hour
Postage by e-mail	free
Additional postage by mail in Switzerland	10.-
Additional postage by mail abroad	15.-
Permission fees	
Non-commercial use for educational or academic research	free
Commercial use in a publication (single use): Basic copyright fee	50.-
Each item (scanned documents, photos)	10.-
Sound or video document (per second)	upon agreement
Quantity discount granted	upon agreement
Enhanced or repeated commercial use for newspaper, television, radio, internet, advertising etc.	upon agreement

THE LWF RESERVES THE RIGHT TO MODIFY THE RULES AND FEES AT ANY TIME

BB / October 2015