

The archives of Vitrocentre Romont Terms of Use

1. Introduction

The archive collections of the Vitrocentre Romont are housed at the Vitrocentre Romont. The site is open to researchers and the general public.

2. The Collections

The archives of Vitrocentre Romont include:

- The private archives of the Vitrocentre Romont
- The private archives of the Vitromusée Romont
- The institutional archives of the Vitrocentre and Vitromusée Romont
- The document library
- The photo library

3. Location

The archives are kept at the Vitrothèque, located at rue du Château 99, 1680 Romont, Switzerland.

Consultation is by appointment only. Requests for consultations of the archives should be made by e-mail to: info@vitrocentre.ch. Please allow 3 to 5 working days for a response.

We can be reached by telephone if it is necessary, the number is +41 26 652 18 34.

4. Access

Access is open and free of charge. Access is restricted if one the following applies:

- the documents contain personal and/or sensitive data
- special protection is stipulated by contract
- the collection has not been inventoried and/or is unprocessed

5. Consultation

The documents may only be consulted in the Vitrocentre Romont reading room. Loans are not allowed.

Loans for exhibition purposes are possible from time to time subject to a specific agreement.

6. Work space and document handling

Desk space is provided for the consultation of the archives. Users are asked to bring their own equipment (writing utensils, computer, etc.). Food and drink are not permitted.

Documents must be handled with care: clean hands, do not annotate documents, do not use them as desk blotters, do not use pens or fountain pens (only grey pencils are permitted), do not moisten your finger when turning pages, etc.

The filing order must be respected.

Users are responsible for any damage to documents.

7. Consultation Form

A consultation form is completed and signed at the start of each piece of research. The user undertakes to comply with the The archive of Vitrocentre Romont's terms of use.

Users are also requested to notify Vitrocentre Romont of **each visit** by e-mail to info@vitrocentre.ch.

A register of consulted documents is kept by Vitrocentre Romont staff for statistical purposes, covering use of the service, type of user and type of research. Wherever possible, the information for these purposes is recorded anonymously or using pseudonyms.

The personal data collected is kept for evidence purposes and for processing.

8. Reproduction

Written authorisation from the Vitrocentre Romont is required for all reproductions of documents, regardless of the reproduction technique and for all types of use.

9. Copyright and Citation

The Vitrocentre Romont does not hold the rights to documents protected by copyright. It is the responsibility of the user to seek the necessary authorisation from the copyright holder.

The source of the documents consulted, quoted and/or reproduced, must be acknowledged:

- Mention of the institution
- The title of the collection / item
- Title of the series or file
- The inventory number of the collection / item

The institution must be mentioned as follows:

- Vitrocentre Romont
- Vitromusée Romont

Example of citation : Vitrocentre Romont, Fonds de la Commission du Corpus Vitrearum Suisse, Correspondance, CH-001452-0_VA_VCR_P 1/1.3

10. Privacy Policy

The publication, distribution etc. of letters, notes and photographs may infringe the personal rights of living persons and data protection law. Users are required to comply with this law. In the event of infringement, users are liable and must assume responsibility for all offences committed against the persons concerned.

11. Complimentary Copy

The user undertakes to provide the Vitrocentre Romont with a complimentary copy of the results of his/her research (academic work, publications, articles, etc.) in printed and/or electronic form.

Vitrocentre Romont, 23 Mai 2023