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## Regulations on the Use of the Services of the Press Documentation Division

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The Council of Elders of the German Bundestag, upon the recommendation of the Commission of the Council of Elders on Internal Affairs, adopted the following Regulations on the Use of the Services of the Press Documentation Division of the German Bundestag on 26 June 2008:

### Section 1 – Functions

- (1) The Press Documentation Division is the main organizational unit within the German Bundestag with responsibility for the documentation and analysis of the press. Its primary purpose is to supply information to Parliament, its bodies and Administration.
- (2) The Press Documentation Division performs the following functions:
  - a) Producing the electronic press dossier on each working day, with articles about the main topics of the day, and making it available on the German Bundestag's Intranet,
  - b) Monitoring and indexing of national and foreign daily and weekly newspapers to obtain current information,
  - c) Archiving the articles in the electronic press archive and making them available on the German Bundestag's Intranet,
  - d) Archiving selected newspapers in the newspaper archive (in bound volumes or on microfilm),
  - e) Providing information and undertaking searches of press material: from the electronic press archive, the archive of paper-based newspaper clippings (old archives), the newspaper archive, and external media information services; producing press documentation on specific topics.

### Section 2 – Users

- (1) The following persons are entitled to use the Press Documentation Division and the range of electronic publications available on the Intranet for which the relevant licences are held:
  - a) Members of the German Bundestag and their staff,
  - b) parliamentary group staff,

- c) employees of the Bundestag Administration.
- (2) With the exception of the licensed Intranet content, all other press materials, i.e. the old archives and the newspaper archive, are also available for use by:
- a) former Members of the German Bundestag,
  - b) current and former German Members of the European Parliament,
  - c) the federal, Land and municipal authorities and the courts (for official purposes),
  - d) diplomatic missions.
- (3) In addition, the old archives and newspaper archive are available to:
- a) journalists accredited by the German Bundestag (for journalistic purposes),
  - b) academic researchers (academic purposes),
  - c) other persons or institutions demonstrating a legitimate interest (other purposes),
- without this giving rise to any entitlement.
- (4) The use of the services of the Press Documentation Division for purposes specified in paragraph (3) may be restricted for the benefit of entitled persons named in paragraph (1).
- (5) For the entitled persons specified in paragraph (1), press documentation is made available, searches undertaken and information supplied upon request. If such requests are made by another person on their behalf, evidence of the instruction must be provided.

### **Section 3 – Use**

- (1) The electronic press archive is accessible on the German Bundestag's Intranet.
- (2) The reproduction, dissemination and public display of all electronically stored press materials from the Press Documentation Division outside the German Bundestag are prohibited for reasons of copyright; the same applies to press information obtained from searches in external databases.
- (3) The paper-based press clippings and the archived newspapers held in the press archive and the newspaper archive can be consulted. Use of these press materials by external persons is governed by an owner-and-user relationship under public law. The material is not available for loan.

### **Section 4 – Copyright**

It is the user's responsibility to respect existing copyright. If such rights are not respected, the user alone is liable to third parties.

### **Section 5 – Liability**

- (1) All press materials, whether on paper or on microfilm, must be treated with care and must be protected from destruction, damage and staining. In particular, no action may be taken which alters the condition of the documents, such as the insertion of notes, marks, underlining, or changes to the internal or external order of the press cuttings. The user is liable for any damage or loss caused. Loss or damage should preferably be made good by the supply of a replacement copy rather than reimbursement of the cost of the item.
- (2) Users who violate the provisions of these Regulations and their implementing provisions may be excluded from use of the services of the Press Documentation Division.

### **Section 6 – Reproductions**

- (1) Copies of documents are made available free of charge to the persons specified in Section 2, paragraphs (1) and (2). The same applies to copies made within the framework of rendering administrative assistance to other authorities.
- (2) The costs of copying documents for persons falling within the scope of Section 2, paragraph (3) are charged to the said persons. The charges are based on the overview of costs drawn up by the Press Documentation Division for the reproduction of material.

### **Section 7 – Implementing Provisions**

These Regulations may be elaborated by means of appropriate implementing provisions which shall be binding on the relevant institutions and groups of persons. The implementing provisions shall be adopted by the Secretary-General of the German Bundestag.

### **Section 8 – Entry into Force**

These Regulations shall enter into force upon signature by the President of the German Bundestag. They shall replace previous Regulations and particularly the Regulations on the Use of the Services of the Press Documentation Division of the German Bundestag of 31 January 2003.

Berlin, 27 June 2008

The President  
of the German Bundestag