Informations for the Use of Material from the Audio Library and the Film Collection

1. Audio media are generally non-circulating and may not be taken off the Ibero-American Institut’s (IAI) premises. However, it is possible to make recordings if you require copies for research purposes. If you wish to listen to audio media, please make an appointment in advance. Requests for copies may also be submitted to the circulation desk. Please provide a blank digital audio CD(s) for the recording.

2. Requests for copies or appointments to listen to audio media may be made for a maximum of four audio media, appointments to watch for a maximum of 2 videos / DVDs.

3. The IAI charges a flat-rate fee of 3 € per medium to make recordings of audio media. The client must provide a sufficient number of blank digital audio CD(s) for the recording.

4. We will not make copies of any copy-protected audio media. We do not accept liability for faulty recordings caused by defective media. We do not index individual tracks for analogue recordings on Digital Audio CDs. All digital recordings are 1:1.

5. Copies of audio recordings made by the IAI are solely for personal or research purposes, taking into consideration any copyright restrictions that may apply. Passing on these materials to third parties and using them in public performances or for commercial purposes is prohibited.

6. For copyright reasons, you may not borrow television recordings or donations that are subject to special conditions, but you may view them in a private screening by prior arrangement. Commercial videos and DVDs may be borrowed for two weeks.

7. For copyright reasons, no copies are made of DVDs and videos.

OPENING HOURS OF THE AUDIO LIBRARY AND THE FILM COLLECTION

Monday  1 p.m. – 5 p.m
Tuesday to Friday  10 a.m. – 12 noon

Appointments can be made outside opening hours

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