

### 1. Purpose and objective

The FIFA World Football Museum Library collects, indexes and provides access to information on global football and, in particular, on the history of FIFA, for members of the public and for academic and educational purposes. The inventory of the Library includes the FIFA Archives and digitised documents, which can be accessed through the Library's workstations. Items from the Archives on a particular subject which have not been digitised yet may be made available to visitors on request, provided that these materials are not subject to a time restriction.

The Library is committed to strict neutrality and an unbiased stance regarding all opinions relating to sports, science, politics, etc.

### 2. Opening hours

The Library's opening hours are as follows:

	Tuesday	Wednesday	Thursday	Friday
Morning	Closed	Closed	Closed	10.00-14.00
Afternoon	14.00-18.00	14.00-18.00	14.00-18.00	Closed

The Library is closed on Mondays, Saturdays and Sundays.

### 3. Authorisation for use

The FIFA World Football Museum Library is open to every member of the public. It is, however, necessary to register in advance and the visit must take place during opening hours.

### 4. Registration procedure

Please send the fully completed registration form to [library@fifamuseum.org](mailto:library@fifamuseum.org). Based on the information provided in the form you will be permitted to use the Library, and the requested materials will be made available to you. To obtain the key card which allows access to the Library, a valid passport/ID card or the sum of CHF 30.00 has to be deposited at the FIFA World Football Museum reception desk.

### 5. Conditions of use

Access to the Library is provided during the official opening hours detailed in section 2 above. By signing the registration form, all visitors declare that they will respect all privacy rights and copyright restrictions, and that they will not hold FIFA Museum AG, its employees or any related companies responsible for any damages arising out of infringements of copyright or privacy rights.

### 6. Types of use

Access to certain documents may be subject to a time restriction. In such cases, access to these documents may be permitted under exceptional circumstances and for important reasons only prior to the expiry of the retention period. Commercial use of any materials provided by the Library is strictly prohibited without the expressed written consent of FIFA Museum AG and any rights holders.

#### Loans

The FIFA World Football Museum Library is a reference library and, as a general rule, items cannot be taken out. Under certain circumstances, however, exceptions can be made.

#### Reproduction

A copier/printer is available in the Library for the reproduction of documents and books. It is not permitted to save any documents from the FIFA database electronically to any external drives.

Prices for copies and printouts:

A4, black-and-white: CHF 0.30 per sheet

A4, colour: CHF 1.00 per sheet

A3, black-and-white: CHF 0.40 per sheet

A3, colour: CHF 2.00 per sheet

Visitors should note that FIFA Museum AG is not in possession of intellectual property usage rights, nor can it grant such rights for certain documents. Visitors who obtain copies of Library items must approach the relevant right holders to request permission to use the material contained therein. All visitors are responsible for adhering to copyright provisions.

#### **7. Fee**

No fees will be charged for using the Library. The Library may decide, however, to charge a fee for reproducing documents or in return for extensive services (e.g. research). In such cases, the FIFA World Football Museum Library will inform the visitor in advance of any such fees. Visitors bear all costs related to their visit (packaging, postal costs, insurance, etc.).

#### **8. Liability**

If visitors fail to report any problems after receiving the documents, it will be assumed that the documents were in good condition upon receipt. Visitors are responsible for all of the documents they use. Visitors will be held fully responsible in the event of documents being lost or damaged, and they will bear all resulting administrative and any other related costs. The Library accepts no responsibility for the accuracy of the information found in documents provided by the Library.

#### **9. Conduct**

The Library issues instructions to ensure the safety of its users and the safeguarding of the collection. It may impose a partial or complete exclusion order on anybody who disrupts procedures, disregards these regulations, fails to follow orders or disrupts the work of others or of the attendants. The Library reserves the right to impose claims for any damages and to limit access at any time and without specifying a reason, to make access dependent on conditions or to remove access rights altogether.

#### **10. Applicable law and place of arbitration**

These regulations are subject to Swiss law. The place of jurisdiction in any disputes which may arise is Zurich/Switzerland.