

User Regulations

Date	01.01.2026
Location	Schaffhausen
FAO	Users of the Iron Library and GF Corporate Archives

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User Regulations for the Iron Library and GF Corporate Archives

1 Basic principle

- 1.1 The holdings of the Iron Library and archival documents of the Corporate Archives of Georg Fischer Ltd can be viewed by employees of Georg Fischer Ltd and external persons. Use requires authorisation and is subject to a request being made in advance. This request must be made in writing or verbally and must provide information about the person, the object and the purpose of use. Authorisation for use may be granted subject to conditions and may be revoked at any time.

2 Use of the Library and Archives

- 2.1 The documents and books must be handled with the utmost care. They must never be used as a writing underlay. It is prohibited to make markings, notes, etc., or to soil or damage the documents and books in any way.
- 2.2 The documents and books are to be used exclusively on the premises of the Corporate Archives or the Iron Library (reference use).
- 2.3 Photography (without flash) is generally permitted after consultation with the staff on duty.
- 2.4 Any copies and scans shall be made exclusively by the staff present.
- 2.5 Coats, rucksacks, bags and umbrellas are not permitted in the reading and archive rooms. A cloakroom and lockers are available for users.
- 2.6 Eating, drinking and smoking are not permitted in the library and archive rooms.

3 Specific rule for the Iron Library

- 3.1 GF employees at locations in Switzerland are exempt from the reference library rule. They can order the desired literature to their office via internal mail. The loan period is six months and can be extended thereafter.
- 3.2 Items that are more than one hundred years old may not be borrowed. Special arrangements may be made for particular groups of items.

4 Specific rules for the Corporate Archives of Georg Fischer Ltd

- 4.1 Archival material is generally available for inspection after a standard retention period of 30 years. Documents containing particularly sensitive personal data or personal profiles are subject to an extended retention period. The extension of the retention period becomes invalid if the subject of the data has given their written consent to access or if the subject of the data has been deceased for more than three years.
- 4.2 If the research involves personal data, written consent from the person(s) concerned is required wherever possible. It is the responsibility of the user to clarify and submit biographical data required to determine the retention periods for personal data.

5 Liability

- 5.1 The user is responsible for the documents that they have borrowed and accepts liability for any damage that may occur to the library and archive holdings that their usage may cause. If the user does not immediately report any issues with the documents, it will be presumed that they have been received in pristine condition.
- 5.2 The library and archives are not liable for theft or damage committed by third parties to the detriment of users. Likewise, any liability for users' personal effects is excluded.

6 Use of research results

- 6.1 The user must observe copyright and personal rights as well as the protection of the legitimate interests of third parties.
- 6.2 The reproduction of sources from the library and archives requires the permission of the copyright holder.
- 6.3 Any sources from the library and archives that are used in publications must be correctly cited.
- 6.4 The user shall provide the library and/or the Corporate Archives with a copy of their work unsolicited and free of charge, regardless of whether it is published.

Schaffhausen, Januar 1, 2026

Franziska Eggimann
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