

Novartis company archives - conditions of use

1. purpose of use

1.1. Given a legitimate interest, the archive of Novartis AG can be consulted for:

- Scientific research,
- Educational purposes,
- Preparation of exhibitions/publications,

1.2. The use is subject to approval and requires a corresponding request. There is no entitlement to the use of the archives.

2. request of use

2.1. Requests from external users are to be addressed to the archive's management in written form. They must contain specifications as to the user and the purpose of the use.

3. license to use

3.1. Authorization is granted by the archive's management, where required by the Corporate Secretary of Novartis.

3.2. Authorization can be subject to conditions and reservations.

3.3. Authorization is granted solely to the applicant and only for the purpose stated in the request.

3.4. Authorization can be withdrawn at any time.

4. mode of use

4.1. For the use of archive material in the archive rooms, the user must identify him/herself to the archivist (ID/passport).

4.2. Archival material can be consulted at the Novartis Company Archives only, i.e. the archivist presents the user with the material for perusal in a specified location within the premises of the archive.

4.3. Archival material may not be removed from the premises of the archive and can not be forwarded.

4.4. Archival material has historical value and is to be handled with the utmost care.

4.5. It is strictly forbidden to add notes or mark archival material in any way (incl. post-its).

4.6. Order and sequence of archival material as well as shelfmark/access number, cover/binding and packing/storage may not be altered.

4.7. Archival material – except publications – may not be photocopied, photographed or reproduced in any other way.

5. use of research data

5.1. Research data may only be used for the purpose stated in the written request submitted to the Novartis Company Archives.

5.2. Printing of archival material is subject to the permission of the archive's management.

5.3. Archival sources are to be specified in the publication. Annotations and references must quote archival material as follows:

„Firmenarchiv der Novartis AG: Bestand xy, shelfmark/access number“.

„Firmenarchiv der Novartis AG“ may only be abbreviated in the annotations.

5.4. The user agrees to restrict the use of archival material provided for published reproduction to the authorized purpose exclusively.

5.5. The user shall submit the work based on the research in the Novartis Company Archives or on the records of the Archives to the Novartis Company Archives before publication. The Novartis Company Archives reserve the right to request corrections within 15 working days where archival records are used in a manner that are liable to damage the public image of Novartis; corrections must be submitted to and approved in writing by the Novartis Company Archives. Uses of archival records not containing the corrections requested and approved by the Novartis Company Archives are considered unauthorized uses.

5.6. The user commits to respect copyrights, personal rights and legitimate interests of third parties including associates of Novartis (incl. predecessor companies) in compliance with general Data Protection Regulations. The legally protected rights include the rights of Novartis and its predecessor companies. For general records, the period of protection is 30 years, for personal data 50 years.

5.7. The user is obliged to provide the Novartis Company Archives with a specimen copy of his/her work free of charge and unprompted.

Basel, 01.12.2023



W. Dettwiler, Novartis Company Archives
