

Guidelines

Acquisition of Complete Collections and Literary Remains



I. Programme Information

1. Objective

As part of its Scientific Library Services and Information Systems Programme, the DFG funds projects at research institutions and other research service and information centres in Germany. The aim is to set up efficient nationwide research information systems.

The Donors' Association for the Promotion of Sciences and Humanities in Germany provides funding to the DFG to purchase complete collections and literary remains. The fund allows important collections and literary remains to be secured for research archives, libraries and research institutions in Germany.

2. Proposals

2.1 Eligibility

In general, members of non-profit research information facilities, particularly libraries and archives, are eligible to submit proposals.

2.2 Proposal requirements and funding conditions

a) Project requirements

The applying facility must be able to store the purchased collection or literary remains and make it available to researchers in the long term; it must also ensure its preservation.

Funding is only available for projects whose objective is to purchase a complete collection (such as scholarly libraries, integrated collections of objects and materials related by a theme, or those of a specific provenance). The acquisition of costly individual items (such as single manuscripts) is not possible with funding under this programme.

The material intended for purchase must be a typical part of a research archive or library. Museum objects (such as artisan crafts, paintings or archaeological finds) cannot be acquired with funding under this programme.

The proposal should be submitted before the purchase of the material is complete.

b) Project results

It is expected that once the collection has been acquired and after the necessary action has been taken to restore and create an inventory of its contents and to preserve and display it, it will be made accessible in accordance with the local conditions of usage to researchers with an interest in working on it. The conditions of use should be noted in the proposal. Restrictions on access for the purposes of research work must be stated explicitly.

Furthermore, it is expected that the institution submitting the proposal index the collection or literary remains as soon as possible after acquisition in accordance with the relevant standards and make the catalogue data available in supra-regional reference tools. Under this funding programme, it is possible to provide funding for the purchase but not for cataloguing and subject indexing. Proposals requesting funding for cataloguing can be submitted under other DFG programmes.

c) Financial contributions

The applying facility is expected to make an appropriate financial contribution to the purchase price that shows the facility's interest in the acquisition of the collection.

2.3 Format and deadline

a) Proposal structure

Proposals for projects in the area of scientific library services and information systems must be structured in accordance with the relevant proposal preparation instructions:

www.dfg.de/formulare/12_01

Please base your proposal on the outline in this template and also address the following items:

Item 1 of the project description (Starting point and preliminary work):

- The proposal should provide information about the environment into which the acquired collection will be placed (other similar holdings and the type of research carried out by the facility submitting the proposal).
- If the collection is part of literary remains, it should be stated whether other parts of the literary remains in question are in existence, should be acquired or have already been acquired by other institutions.

Item 2.2 of the project description (Objectives):

- The proposal should include an accurate description of the content and scope of the collection to be purchased. The description should detail the coherence of the collection and its significance for research.
- Reasons should be given regarding the appropriateness of the price of the collection or literary remains.

Item 2.4 of the project description (Measures to meet funding requirements and handle project results):

This section should contain details of plans to catalogue the collection and state existing options for access and research (see item 1.2.2b above).

b) Additional information and data sheets

If the proposal is submitted by members of a research information infrastructure facility, the applicant must enclose a declaration of the facility's director stating that:

- the long-term accessibility of the texts and/or objects to be made available and/or digitalised is ensured;
- the financial contribution required within the scope of the programme has been made;
- the results of the project will be supported once DFG funding has expired.

www.dfg.de/formulare/12_141

Please provide an inventory with the proposal and, where possible and relevant, sample documentation of the collection or literary remains.

As a rule, at least one independent expert's assessment of the negotiated purchase price should be included.

The importance of the materials to research can also be underscored in a statement by a researcher.

c) **Submission deadline**

Proposals may be submitted to the DFG at any time.

3. Duration

The funding duration is generally 12 months. It is not possible to submit a renewal proposal.

II. Proposal Modules

"Acquisition funding" is the only module you can submit under this funding programme. Please refer to the relevant guidelines for more information:

www.dfg.de/formulare/52_16

III. Obligations

In submitting a proposal for funding under this programme, you agree to:

1. adhere to the **rules of good scientific practice**.¹

The general principles of good scientific practice include, among others: maintaining professional standards, documenting results, rigorously questioning all findings, and attributing honestly any contributions by partners, competitors and predecessors.

Scientific misconduct is defined as the intentional and grossly negligent statement of falsehoods in a scientific context, the violation of intellectual property rights or impeding

¹ The rules of good scientific practice are presented in detail in the white paper entitled „Safeguarding Good Scientific Practice“ and in the [Funding Guidelines - General Terms and Conditions of DFG Grants](#) (DFG form 2.00).

another person's research work. The circumstances of each case will be considered on an individual basis. In cases where scientific misconduct has been established, the DFG may impose one or more of the following sanctions, depending on the nature and severity of the scientific misconduct:

- issuing a written reprimand to those involved;
- exclusion from the right to apply for DFG funds for a period of one to eight years, depending on the severity of the scientific misconduct;
- revoking funding decisions (complete or partial cancellation of the grant, recalling granted funds, demanding repayment of funds spent);
- demanding that those concerned either retract the discredited publications or correct the falsified data (in particular by publishing an erratum), or appropriately indicate the DFG's retraction of funding in the discredited publications;
- exclusion from acting as a reviewer or from membership in DFG committees for a period of one to eight years depending on the severity of the scientific misconduct;
- denying voting rights and eligibility in elections for DFG statutory bodies and committees for a period of one to eight years depending on the severity of the scientific misconduct.

By accepting funding, the recipient agrees to

2. use the grant exclusively and in a targeted manner to realise the funded project. The use and accounting of funds must conform to the relevant regulations of the DFG.
3. submit progress reports on the research according to the dates specified in the award letter and to present financial accounts to the DFG detailing the use of funds.

The DFG expects that the findings of the projects it funds be made available to the public.

IV. Publication of Data on Grant Holders and Research Projects

The data necessary for processing your proposal will be stored and processed electronically by the DFG.

By submitting a proposal you agree that, if the proposal is approved, your work address and contact details (name, institution and location, phone, fax, e-mail and website) as well as information about the content of the project (e.g. topic, summary, keywords, subject area, DFG

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programme, funding period, international connections) will be published in the GEPRIS information system

gepris@dfg.de/en

and may be published in other, non-commercial publications and databases created in cooperation with the DFG.

You may withdraw your consent to full/partial publication at any time, without affecting the lawfulness of any processing carried out prior to your withdrawal. If you would like to withdraw your consent, please notify the responsible DFG programme contact, preferably in electronic form.

V. Information

For further information, please contact Dr. Thorsten Schulz-Walden (e-mail: Thorsten.Schulz-Walden@dfg.de; Tel. +49 228/885-2218). A detailed overview of contact details, responsibilities and funding opportunities in the DFG's Scientific Library Services and Information Systems Programme is available on the DFG website at

www.dfg.de/lis/en