Arcinsys

Manual

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1 Introduction

The archival information system Arcinsys was developed by the Federal State Archives Hessen (Hesse) in cooperation with the Niedersachsen (Lower Saxony) Federal State Archives between 2011 and 2014. It has been in use since the end of 2014, and it continues to be further developed. The Federal State Archives Schleswig-Holstein was the third partner to join the association of archives in the end of 2016. The Federal State Archives Bremen uses Arcinsys since 2019 as a cooperation partner of the Niedersachsen Federal State Archives.

The installations of Arcinsys can be accessed at the following Internet addresses:

HE Hessen: https://arcinsys.hessen.de

NI
HB Niedersachsen and Bremen: https://www.arcinsys.niedersachsen.de

SH Schleswig-Holstein: https://arcinsys.schleswig-holstein.de

An additional joint website contains overviews for the archives that work with Arcinsys, as well as for their respective archival and data protection regulations:

- https://arcinsys.de

1.1 Technical requirements

Arcinsys is a web-based application that can be used without the local installation of special software. Archives employees in the association as well as external users are consequently able to access the archival information system from any computer that has an Internet connection and a current browser.

1.2 Person designations

Depending on the role and the authorisation, persons who use Arcinsys are assigned different designations, both in the archival information system and in this manual:

Person	Designation
Person in general using Arcinsys	User
Person without a user account	Anonymous user
Person with user account who is logged in	Logged-in user

Person with approved request for access or transmitted access form	Approved user
Archives employee	Employee

1.3 Arcinsys range of offers and functions

Conceived as a shared system for external users as well as for employees, Arcinsys provides the following functions:

For anonymous users:

- researching information via archives (menu: Navigator);

- researching in freely accessible described data (menus: Navigator and Search); and

- retrieving freely accessible digital copies of archival material (menus: Navigator and Search).

In addition for logged-in users:

- saving and retrieving search queries (menu: Search);

- creating a memo list (menu: Memo list);

- submitting requests for access or transmitting access forms to archives (menu: Request); and

- ordering archival items (menus: Navigator, Search, and Memo list).

In addition for approved users (users with approved request for access or with transmitted access form):

- accessing freely accessible archival material (menu: Access);

- overviewing accessed archival material (menu: Access);

- researching in described data that is not freely accessible (pre-requisite: assigned authorisation) (menus: Navigator and Search); or, if applicable,

- submitting requests to archives to shorten terms of protection (menu: Request);

- accessing decisions for requests to shorten terms of protection (menu: Request);

- accessing archival material that is subject to terms of protection (prerequisite: assigned authorisation) (menu: Access).

Further functions are available to employees.

The modular organisation of Arcinsys enables flexible use of all functions.

1.4   Organisation of Arcinsys

1.4.1   User interface

The Arcinsys programme is divided into the following areas:

- Menu area: menus and submenus;

- Navigation area: navigation tree with bullet points for structure;

- Main area: area for executing commands and actions as well as area for list view, detail view, and forms; and

- Footer: links to general information about Arcinsys, to the data protection policy, and to the legal notice (Imprint).
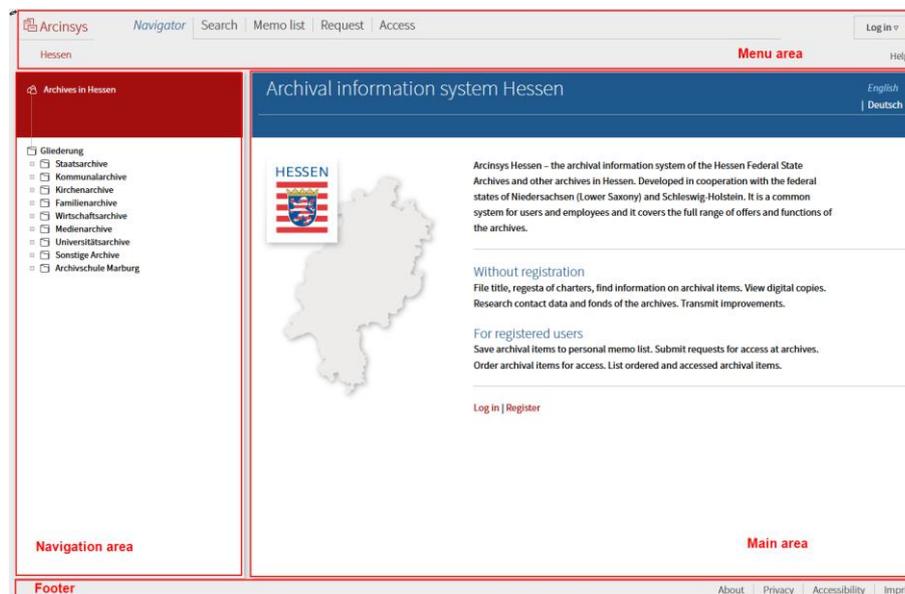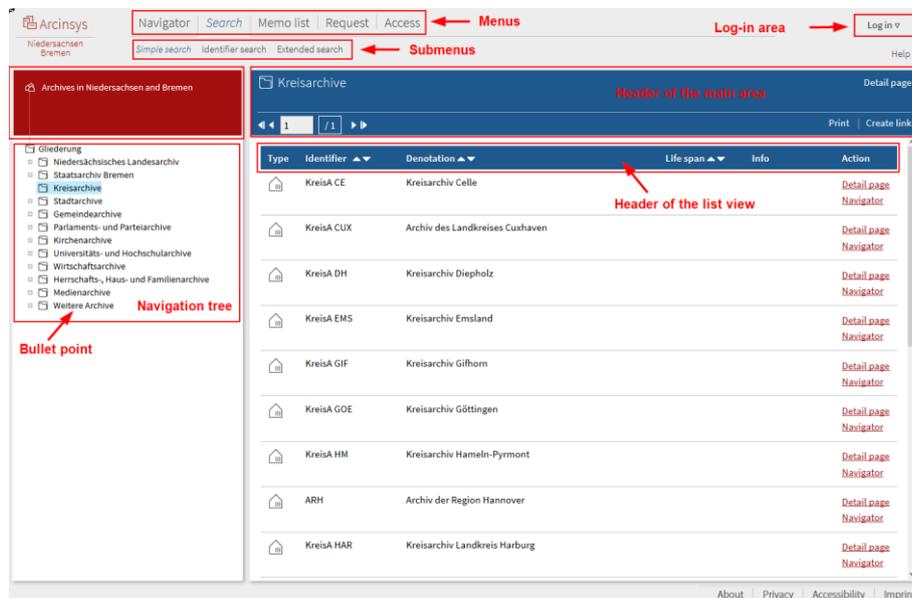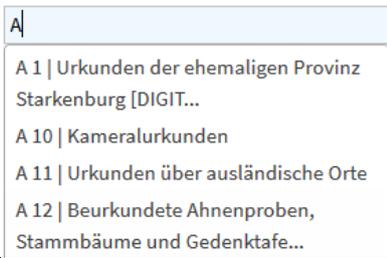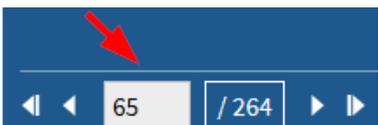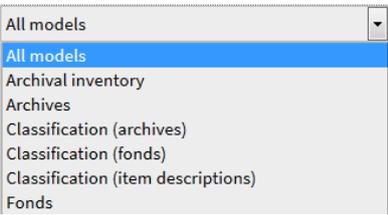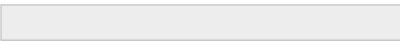
All areas and functions available for external users can be displayed in German or optionally in English. Select the language version by using the appropriate link in the header on the Arcinsys homepage and on the search pages of the "Search" module.

1.4.2   Control elements

Name	Example	Description
Selection field	Selection in tree **All archives**	To select the desired option, click on the corresponding area in the field.
Selection calendar	Jan ▾ 2000 ▾ Mo Tu We Th Fr Sa Su ... 1 2 ... 3 4 5 6 7 8 9 ... 10 11 12 13 14 15 16 ... 17 18 19 20 21 22 23 ... 24 25 26 27 28 29 30 ... 31	A click on the selection calendar expands the calendar view. To select the desired date, click on the arrow in the month/year field, then on the desired month/year in the dropdown list. You can also navigate to the previous or next month with the sideways pointing arrows. Click on the desired day in the calendar. The date appears in the entry field. You can also enter the date manually.

Name	Example	Description
Auto-complete field	*Fonds identifier* A A 1 | Urkunden der ehemaligen Provinz Starkenburg [DIGIT... A 10 | Kameralurkunden A 11 | Urkunden über ausländische Orte A 12 | Beurkundete Ahnenproben, Stammbäume und Gedenktafe...	As soon as you have entered one or more characters in the field, matching terms will be displayed in a drop-down list. Click on the desired entry to adopt it into the field.
Scroll function to first page	◀| ◀ 1 / 264 ▶ |▶	To go to the first page, click this arrow.
Scroll function to previous page	◀| ◀ 1 / 264 ▶ |▶	To go to the previous page, click this arrow.
Scroll function to next page	◀| ◀ 1 / 264 ▶ |▶	To go to the next page, click this arrow.
Scroll function to last page	◀| ◀ 1 / 264 ▶ |▶	To go to the last page, click this arrow.
Scroll function to desired page	◀| ◀ 65 / 264 ▶ |▶	The number after the slash in the blue field indicates the number of pages of the particular list (in this case: 264). To go to a specific page, enter the page number in the entry field and click on the enter button or on the blue field.
Checkbox	☐	To activate a function listed after the checkbox, select the box. A checkmark will appear in the box.

Name	Example	Description
Drop-down list field	Description model ? All models [list: All models / Archival inventory / Archives / Classification (archives) / Classification (fonds) / Classification (item descriptions) / Fonds] Archives identifier nl NLA AU NLA Aurich NLA BU NLA Bückeburg NLA HA NLA Hannover	There are two variants of drop-down list fields: 1. Drop-down list field with read-only field: If you click the drop-down arrow next to the field, a list with possible entries appears. Click on the desired entry to adopt it into the field. 2. Drop-down list field with entry field: As soon as you enter one or more characters, or if you click the drop-down arrow next to the field, a drop-down list of suggestions appears. Click on the desired entry to adopt it into the field.
Entry field		Field for entering user-defined text.
Function icons		When a function icon is clicked, a specific action is executed. Most of these icons have a mouseover function, so when you move the mouse pointer over the icon, the appropriate executable action will also be displayed as text.
Help texts	?	If you click on a question mark icon that belongs to a specific field or segment, a window opens with additional information or input help for the corresponding area. To subsequently close the window, click on the question mark icon once again.

Name	Example	Description
Info icons		An info icon can be used to display a specific status or name. Most of these icons have a mouseover function, so when you move the mouse pointer over the icon, the appropriate information will also be displayed as text.
Message	Your search produced 5494 hit/s . / Please select an archives.	A message either contains information about an executed action or a note that you have failed to make an entry or have entered an incorrect one.
Radio button		You can make only one selection from several options.
Sort function		To sort a list according to identifier, name, or life span in ascending or descending order, click on the corresponding arrows next to the desired option. The appropriate arrow is displayed in green, thereby indicating the selected sort sequence.
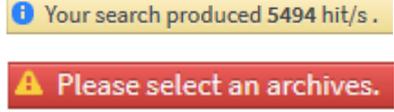
1.5   Organisation of the manual

This manual has been compiled from texts by employees of the federal state archives Hessen and Niedersachsen and of the municipal archives Weiterstadt. It is intended to demonstrate and illustrate in detail the functions available in Arcinsys.

As a rule, the chapters are all organised in the same manner. First, the possible requirements are pointed out, prior to a brief introduction to each function. Then the individual work steps are described in detail. For a better understanding, illustrations have been added at many points. It should be noted that illustrations from both Arcinsys Hessen and Arcinsys Niedersachsen have been used. However, they apply to all Arcinsys installations.

Basic differences between the various Arcinsys installations and special features for individual federal state archives are noted in the text at the appropriate points and are indicated by the following icons:

HB Bremen

HE Hessen (Hesse)

NI Niedersachsen (Lower Saxony)

NI
HB Niedersachsen (Lower Saxony) and Bremen

SH Schleswig-Holstein

Additional information is set off from the continuous text and indicated by the corresponding icon. The following types of information are used:

Prerequisite: Specifies work steps or functions that must be executed or that must exist (as the case may be, also elsewhere in the programme) in order for the subsequently described work step to function.

Tip: Indicates how to simplify or shorten the performance of work steps.

Attention: Points out conditions that must be fulfilled so that work steps are able to function, or indicates interdependencies that must be observed.

Example: Illustrates the previously described work step based on a specific example.

2   Navigator

The "Navigator" menu enables you to research according to archives, fonds, and archival items as well as to access information on these. The research is carried out in a navigation tree that is organised in hierarchical levels.

2.1   Navigation tree

Select a bullet point in the navigation tree by clicking on it. If there are subitems under the bullet point, these are expanded.
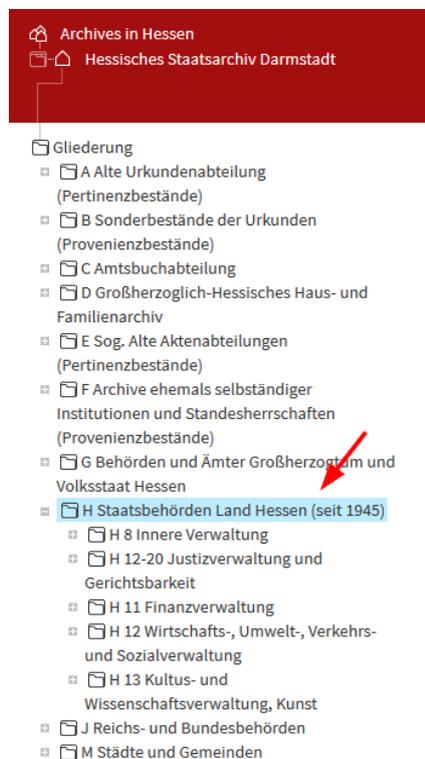
Another click on the selected bullet point collapses the subitems. Expanding or collapsing the subitems is also possible by clicking on the small plus or minus sign in front of the bullet point.

If there are objects on the level of a bullet point, these will be listed in the main area as soon as you select the bullet point by clicking on it. If there are no objects on the level of a bullet point, the message is displayed in the main area: "Click on a bullet point on the left in the navigation tree".

In order to access a lower structure level, click on "Navigator" in the list view in the main area in the corresponding line on the right.

When starting Arcinsys, the navigation tree displays the archival landscape. If you click on a bullet point, the archives of an archival division are displayed in the list view. In order to access the level of an archives, click on "Navigator" in the corresponding line of the list. The navigation tree now displays the tectonics of the archives.

When you click on a bullet point in the navigation tree of the archival tectonics, the fonds series and fonds assigned to the bullet point will be displayed in the list view. In order to access the fonds of a fonds series, click on "Navigator" in the corresponding line of the list on the right. In order to return from the list view of the fonds series to the list view of the tectonics item, click on "Close series" in the header of the main area. In order to access the level of a fonds, click on "Navigator" on the right in the corresponding line of the list. The navigation tree now displays the classification of the fonds.

When you click a bullet point in the navigation tree of the classification system, the item series and descriptions that are assigned to that particular classification item are displayed in the list view. In order to access the descriptions of an item series, click on "Navigator" in the corresponding line of the list on the right. In order to return from the list view of the item series to the list view of the classification item, click on "Close series" in the header of the main area.

In order to access the level of the archival landscape of a federal state, click on the link "Archives in (…)" in the header of the navigation tree.
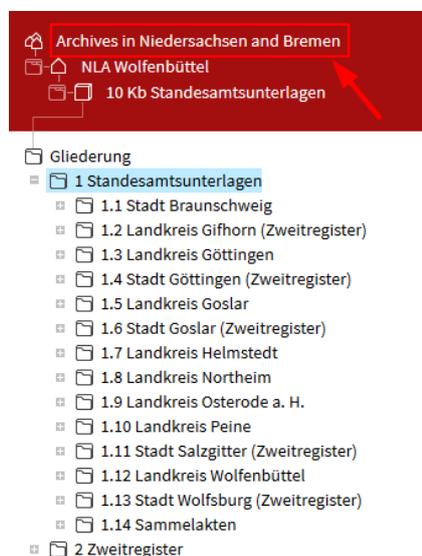
When the archival tectonics are displayed in the navigation tree, you can go to the detail page of the archives by clicking on the corresponding link in the header of the navigation tree.

When the classification of a fonds is displayed in the navigation tree, you can go to the detail page of the fonds by clicking on the corresponding link in the header of the navigation tree.
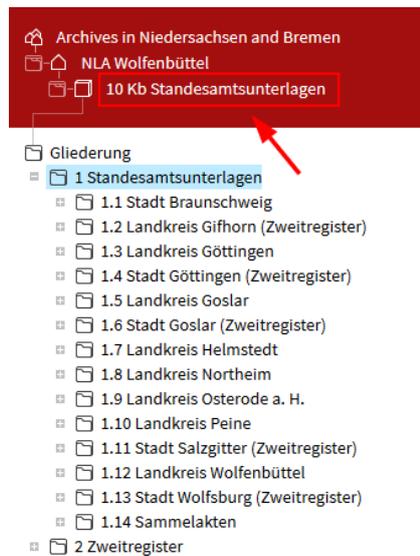
2.2 List view

The list view contains the following columns:

- Type: The icons indicate the particular type of the object. The mouseover function also displays the appropriate information description model of the object as text.

  ⌂ Archives

  ▤ Fonds

⬚ Fonds series or item series

⬚ Description

- Identifier: For the archives type, the identifier is comprised of the archival ID. For the fonds and fonds series types, the identifier is comprised of the archival ID and of the fonds identifier or fonds series identifier, as the case may be. For the item series and description types, the identifier is comprised of the archival ID and the identifier of the fonds and the identifier of the item or the item series, as the case may be. For descriptions for which a stored fonds is entered, the identifier is comprised of the archival ID, the identifier of the stored fonds, and the identifier of the item.

- Name: As a general rule, this is the title (e.g. of the description or the fonds) or the name of the archives. In the case of longer titles, only an abbreviated name is displayed in the list.

- Life span: This is the time of entry and creation of the archival items.

- Info:
  The following info icons provide additional information. The corresponding information is displayed as text using the mouseover function.

  ⬚ Monitor: Digital copies available in the fonds.

  🔒 Padlock: The object is restricted for use due to a legal term of protection or other legal requirements. Blocked archival items can only be ordered with a special authorisation.

  👁 Eye: The object is hidden, and it will only be displayed for approved users with a corresponding authorisation.

  ✗ Red cross: The object is flagged for deletion.

  Published digital copies, meaning freely available for use without logging in, are displayed as a thumbnail.

- Action: The links "Navigator" and "Detail page" enable the selection of various levels. Logged-in users can adopt archival items onto their memo list using the link "Bookmark" (see 5 Memo list). For ordering, logged-in users can add archival items to the order basket using the link "Into the order basket" (see 7.1 Add archival items to the order basket).

  💡 Tip: If you have already ordered the description, and the archives has not reshelved it yet, the link "Into the order basket" is replaced by the displayed text "Already ordered".

List view of fonds:

List view of descriptions:

List view of descriptions with digital copies for use:

The list view provides the following options:

- Print: In order to print out the current page of the list view, click on the link in the header and execute your browser's print function.

- Create a link: In order to create a link to the list view, click on the link in the header. A new window opens with the URL (Internet address). In order to copy the URL to the clipboard, click on the button "Copy link". In order to return to the list view, click on "Close" or on the X button.

- Sort entries: For notes on the sort function, see 1.4.2 Control elements.

- Scroll: For notes on the scroll function, see 1.4.2 Control elements.

- Display preview: In order to expand or collapse the preview for an entry, click on the corresponding line.

In order to call information for a selected bullet point in the navigation tree, click on "Detail page" in the header of the main area. In order to call information for an archives, a fonds series, a fonds, an item series, or a description, click on "Detail page" in the column "Action" in the corresponding line of the list view, or click on "Detail page" at the bottom end of the preview.

2.3 Detail page

The detail page contains the content-related information on an object, and at the same time it provides various functions (such as printing or creating links).

Detail pages can be called for the following objects: Archives, fonds series, fonds, item series, description, representation, as well as bullet points for the structure at the archival-landscape level, the archival tectonics, and the classification of a fonds.

Detail pages can be selected in the navigator via the "Detail page" link. The "Detail page" link can be found in the "Action" column of the list view for the objects archives, fonds series, fonds, item series, and description. If you have clicked on a bullet point (highlighted in blue), the "Detail page" link for this bullet point is in the header of the main area. Representations are displayed on the detail page of the descriptions as a list. The "Detail page" link for a representation is in the "Action" column.

Detail pages are always organised in the same manner. In the header of the main area is the identifier of the selected object or, in the case of bullet points, the title of the bullet point. Likewise in the header of the main area, the offered functions can be selected via links. The main area contains the content-related information on the object (such as title and life span) in the "Description" section.

HStAM Fonds Prot. IV   Show context

Show associated objects | Print | Create link | Send | Improve

Description

Description: Fonds

Identification (short)

Title	Schulchroniken
Life span	1869-1979

Fonds data

Custodial history	Aufgrund einer Umfrage seitens des Staatsarchivs Marburg bei den einzelnen Landkreisen im Jahre 1997 stellte sich heraus, dass bei diesen schon der größte Teil der Schulchroniken von aufgelösten Schulen archiviert wurden. Von verschiedenen Kreisverwaltungen sind in diesem Zusammenhang dem Staatsarchiv Marburg teilweise Listen über die dort vorhandenen Chroniken übermittelt worden. Vereinzelt kamen sodann auch Schulchroniken als Abgabe in das Staatsarchiv Marburg, die in dem vorliegenden Bestand verzeichnet sind.
History of creator	Im Gegensatz zu den Schulprogrammen der Gymnasien war die Führung der Schulchroniken an den Volksschulen behördlicherseits nicht vorgeschrieben. Die Schulchroniken enden in der Regel mit der Überführung des Volksschulwesens in das Gesamtschulwesen ab den 1960er Jahren.
Includes	Die Chroniken enthalten die handschriftlichen chronologischen Aufzeichnungen der Lehrer zum Alltagsleben der Schulen und ihrer Schüler sowie zur Geschichte ihrer Schule; teilweise ergänzt mit Fotos, Zeitungsausschnitten, sonstigen Beilagen und kleinen Aufsätzen von Schülern. Auffällig ist allerdings, dass Aufzeichnungen aus der NS-Zeit zum Teil nicht vorhanden sind.
Finding aids	HADIS-Datenbank

Further information (fonds)

Extent	0,33 MM
Archivist in charge	List, 2010

If authority files are linked to a description, the according information is displayed in a separate section "Authority files and further links".

HHStAW Fonds 3011/1 No 3860 V   Show context

Print | Create link | Send | Improve

Description - Representations

Description: Map / Plan

Identification (map / plan)

Title	Grundkarte der Stadt Alsfeld
Dating	1961
Place	Alsfeld

Information on manufacturer

Printer / Publisher	Hessisches Landesvermessungsamt

Further information (map / plan)

Scale	1:5000
Number of sheets	1
Accession number	35/1968

Authority files and further links

Alsfeld	GND: 4001366-2 , GeoNames: 2958128

Representations

Action	Type	Name	Access	Info
Detail page	Original	Karte		

There are also the corresponding representations of the item listed on the detail page of the descriptions in the section "Representations". The mouseover function displays the appropriate description model of the representation in the column "Type".

If a digital copy is contained in the description, this will be displayed via the "Show digital copies" button or a thumbnail for each page of the digital copy. In order to view the digital copy, click on the button or on one of the thumbnails.

The following functions are available on the detail page:

- "Show associated objects" (not available on the detail page of descriptions and representations): By clicking on this link, you leave the detail page and, if available, the corresponding archives, fonds series, fonds, item series, or descriptions are displayed as a list. In the case of bullet points, you go to this bullet point in the navigation tree. In the case of archives and fonds, you go to the corresponding root bullet point in the navigation tree.

- "Print": In order to print the detail page, click on this link and execute your browser's print function.

- "Create link": In order to create a link to the detail page, click on this link. A new window opens with the URL (Internet address). Select the URL and copy it using the key combination CTRL+C or by opening the context menu with a

right click and by clicking on "Copy". In order to return to the list view, click on "Close" or on the X button.

- "Send": In order to send a reference to this page via e-mail to yourself or to another person, click on this link. A new window opens. Make the entries in the mandatory fields "* E-mail recipient" and "* Sender" and then click on the "Send" button. The message appears: "The e-mail has been successfully sent." In order to return to the detail page, click on "Close" or on the X button.

- "Improve": In order to send a suggestion for improvement to the archives, click on this link. A new window opens. Make the entries in the fields "* Sender" (mandatory field) and "Message". In order to give the archives the opportunity of asking questions or giving you feedback, enter your e-mail address in the field "E-mail (for questions or feedback)". Change the default subject, if required. Check the box for "*Data protection". Click on the button "Send now". The message appears: "The e-mail has been successfully sent. If required, you can copy the text from here." The text shown in the field also contains your entries. To copy the text, click on the button "Copy text". In order to return to the detail page, click on "Close" or on the X button.

- "Close detail page" or "Show context" or "Show description", as the case may be:

  – "Close detail page": In order to close the detail page of a bullet point, click on this link. You will receive the list view of the objects associated with the closed bullet point.

  – "Show context": In order to close the detail pages of archives, fonds series, fonds, item series, or descriptions, click on this link. You will receive the list view of the level of the closed object.

  – "Show description": In order to close the detail page of a representation, click on this link. You will receive the detail page of the description associated with the closed representation.

The following functions are moreover available to logged-in users:

- "Into the order basket": To add the description to your order basket, click on this link. The further order procedure is described in 7.2 Order archival items.

  💡 Tip: This link is only shown for descriptions with at least one representation.

  💡 Tip: If you have already ordered the description, and the archives has not reshelved it yet, the link is replaced by the displayed text "Already ordered".

- "Bookmark": To adopt the description to your memo list, click on this link. For further information on the memo list see 5 Memo list.

3   Search

Arcinsys offers the following search functions:

- Simple search: Allows searching for one or more words or terms. The search can also be narrowed down to a certain period of time. Optionally, the search is performed in an area previously selected via the navigator or in all archives of the archival information system.

- Identifier search: Allows direct selection of a known identifier.

- Extended search: Allows limiting the search to certain archives, fonds, and life spans, as well as combining search words with description models and the appropriate fields (description elements).

3.1   Notes for simple and extended search

Search results are displayed in a result list. You can save search queries and reopen them for a new search of the same kind.

Search words:
Search words can be truncated by using * at the end (example: searching for "fran*" will find "Frankfurt" and "France"). Truncating the beginning of a word, as in "*place", is not possible. Please refine your search term in this case (e.g. "birthplace"). Only letters and numbers may be used. The entry is not case-sensitive. "Ä","ö", "ü", and "ß" are equivalent to "ae", "oe", "ue", and "ss". It is not possible to search for punctuation marks or special characters.
Entering several search words will return only records containing all requested search words (AND operator).
Use OR between the search words to retrieve records containing either of the words (OR operator).
Use NOT before a search word to exclude that word from your search.
Several words or terms enclosed in double quotes will prompt a search for the exact phrase. The terms have to appear in exactly the same order in the result as typed in (e.g. "The Great War").

Specific time period:
You can narrow down your search to the time of entry and creation of an archival item (the so-called life span). You will also find hits that only partly overlap with the specified period.
All time periods will be considered if no specific time period is entered in the fields "Time period from" and "to".
If you want to search from a specific year onwards, enter that year into the field "Time period from". If you want to search up to a specific year, enter that year only into the field "to". If you want to narrow down the search to one single, specific year, enter the same year into both fields.

You can also narrow down your search to find only descriptions that have at least one public digital copy linked to them. Check the box "Only objects with digital copies".

In order to remove all current entries from the form to create a new search query, click on the link "Reset" in the header of the main area.

3.2 Simple search

Open the menu "Search" and then open the submenu "Simple search".
Enter one or more words in the auto-complete field "*Search words" (mandatory field). The search words must have at least two characters (letters and/or numbers).

Tip: The numbers in brackets behind the words in the suggestion list indicate the number of results containing the specific word.

You can narrow down your search to a specific time or time period using the fields "Time period from" and/or "to".

In the selection field "Search area", you have the following possibilities for determining the search area:

- "All archives": Select this option if you want the search to be conducted in all archives and fonds of the archival information system. This is the option preset by default in Hessen.
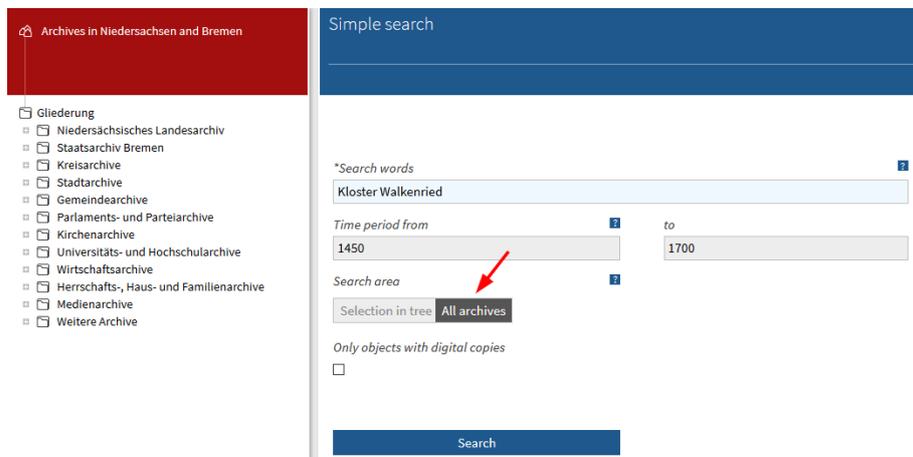
- "Selection in tree": Select this option if you want the search to be conducted only in the area highlighted blue in the navigation tree together with all corresponding subordinate objects. This is the option preset by default in Niedersachsen and Bremen as well as in Schleswig-Holstein.

If you want to make a different selection in the navigation tree, go to the required point in the tree and select it. Then open the search menu again and select the search area "Selection in tree" again.

If you made no selection in the navigation tree, the search will be conducted in the entire archival information system.

If you want to narrow down the search to descriptions with public digital copies linked to them, check the box "Only objects with digital copies".

Start the search by clicking on the button "Search".

Results will be displayed in a list (see 3.5 Result list). If the search produced no results, the according message will be displayed: "Your simple search produced no results."

3.3 Identifier search

Open the menu "Search" and then open the submenu "Identifier search".

Enter the archives or the archival ID in the drop-down list field "Archives identifier" and optionally the identifier of the fonds in the auto-complete field "Fonds identifier" and the identifier of the archival item in the auto-complete field "Item identifier". The archives has to be selected in the drop-down list. Truncating is not possible for "Archives identifier". "Fonds identifier" and "Item identifier" can be selected using the drop-down list. You can also enter the identifier manually. Truncating is possible.

In order to search simultaneously for several identifiers starting with one or more characters that are the same, truncate the fonds identifier or the item identifier by using a "*" at the end.

Example: Searching for 12* will find 123, 124, and 1231.

Attention: When making entries in the field "Item identifier", the first characters in the identifiers always have to be used. Entering "No. 1" or "No. *" or "No. 1*", for example, will result in finding the item with the identifier "No. 1". If only "1" or "1*", for example, is entered, however, the item "No. 1" will not be found.

If you only make an entry in the field "Archives identifier", the archives will be displayed as a result. If you only make entries in the two fields "Archives identifier" and "Fonds identifier", the fonds will be displayed as a result.

Start the search by clicking on the button "Search". Results will be displayed in a list. If the search produced no results, the according message will be displayed: "Your identifier search produced no results."

3.4 Extended search

The submenu "Extended search" allows you to limit the search to certain archives and/or fonds as well as to combine search words with description models and the appropriate description elements.

Open the menu "Search" and then open the submenu "Extended search".

In the selection field "Search area", you have the following possibilities for determining the search area:

- "All archives" (see 3.2 Simple search). This is the option preset by default in Hessen.

- "Selection in tree" (see 3.2 Simple search). This is the option preset by default in Niedersachsen and Bremen as well as in Schleswig-Holstein.

- "Following selection": Use this option to narrow down the search to one archives or to one archival fonds.

⚠ Attention: The search will only be narrowed down by entries in the fields "Archives identifier" and "Fonds identifier" if the option "Following selection" is selected.
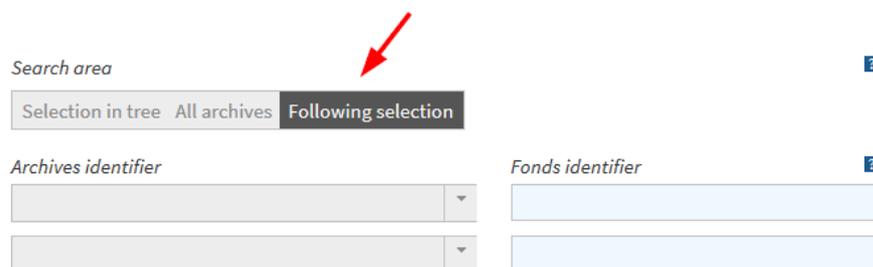
Select the required archives from the drop-down list. For selecting the fonds, enter the identifier of the fonds in the auto-complete field "Fonds identifier".

Fonds identifiers can be truncated by using "*" at the end (searching for 12* will find "123" and "124").

You can select a further archives and/or fonds for conducting the search in the next line. In order to produce a hit, use OR between the search words to retrieve records containing either of the words (OR operator).

You can narrow down your search to a specific time or time period using the fields "Time period from" and/or "to".

You can limit your search to a certain description model by selecting the desired model from the drop-down list of the field "Description model". If you made no selection, the search will be conducted in all models.

You can further narrow down the search by selecting a description element in the drop-down list for the field "Element". If you made no selection, the search will be conducted in all available description elements.

💡 Tip: Only description elements that are contained in the previously selected description model will be given as options in the field "Element".

HE Hessen:

All description models and elements:

Elements of the description model "Register":

NI HB SH Niedersachsen and Bremen, Schleswig-Holstein:

All description models and elements:

Elements of the description model "Item description":

💡 Tip: If a description element is used in more than one description group, the selection in the field "Element" will cause a search in all so-called description elements, regardless of the description group.

> Example: The description element "Name of institution" is used in the description groups "Postal address" and "Visiting address". If the element is selected, the search will be conducted in both description elements.
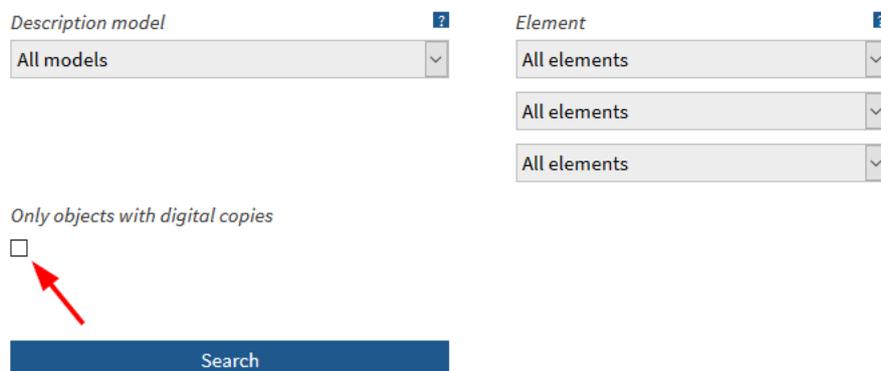
Enter one or more words in the auto-complete field "Search words".

💡 Tip: The numbers in brackets behind the words in the suggestion list indicate the number of results containing the specific word.

Other than with the simple search, for which at least two characters have to be entered in the field "Search words", here a search is possible for only one letter or number. Searching without any search words at all is also possible, provided that other search options are selected.

In one or two further lines, as the case may be, it is possible to select one description element each and/or to enter search words. This selection also refers to the previously selected description model. In order to produce a hit, all entries in the two or three lines, as the case may be, have to apply (AND operator between the lines).

If you want to narrow down the search to descriptions with public digital copies linked to them, check the box "Only objects with digital copies".

Description model	?	Element	?
All models	⌄	All elements	⌄
		All elements	⌄
		All elements	⌄

Only objects with digital copies

☐

Search

Start the search by clicking on the button "Search". Results will be displayed in a list. If the search produced no results, the according message will be displayed: "Your extended search produced no results."

3.5   Result list

When the search has been successfully conducted, the number of hits and their distribution to the archives and fonds is displayed in the facet tree. The results are sorted by the number of hits in descending order. The complete number of hits is also displayed as a message in the main area, and an abbreviated version of the search query is repeated above the header of the list view. Additional search criteria for more complex search queries are made available by expanding the list (click on the arrow icon). The individual results are displayed in a list view.

Tip: For technical reasons, facets cannot be applied to the fonds for large amounts of results exceeding the number of approx. 1,000 facets. In this case, facets are only applied to the archives. Within an archives, a facet is furthermore displayed with the bullet points of the tectonics that were found.

The following objects can be displayed in the column "Type". The mouseover function also displays the appropriate information as text.

- Archives

- Structure

- Fonds

- Fonds series or item series

- Description

In order to facet the search result, i.e. to display only the results from a certain archives or fonds, click on the corresponding facet point in the facet tree.

If the result list has several pages, you can use the scroll function (see 1.4.2 Control elements) in the header of the main area to view further results.

Use the respective sort function (see 1.4.2 Control elements) in the header of the list view to sort the result list by identifier, name, or life span in ascending or descending order.

By clicking on the appropriate line, you can expand and collapse a preview for the individual results. The search word is colour-highlighted in the preview.

Additional information is displayed in the column "Information" via the following info icons. The mouseover function also displays the appropriate information as text.

- Monitor: Digital copies available in the fonds.

- Padlock: The object is restricted for use due to a legal term of protection or other legal requirements. Blocked archival items can only be ordered with a special authorisation.

- Eye: The object is hidden, and it will only be displayed for approved users with a corresponding authorisation.

- Red cross: The object is flagged for deletion.

Published digital copies, meaning freely available for use without logging in, are displayed in the column "Information" as a thumbnail.

In order to call the detail page of a result, click on the link "Detail page" in the corresponding line on the right or in the preview at the bottom left. The search word is color-highlighted on the detail page.

Tip: The detail page will open in a new tab of the browser. You can return to the result list by clicking on the previous tab.

Clicking "Navigator" in the appropriate line will give you a display of the corresponding objects on a new page:

- Structure: The bullet point is highlighted blue in the navigation tree. The series and descriptions of the fonds to which the bullet point belongs (or the fonds series and fonds of the archives to which the bullet point belongs) are displayed in the main area.

- Fonds series: The fonds assigned to the fonds series are displayed in the main area. The identifier of the fonds series is displayed in the header of the main area.

- Fonds: The fonds is listed in the header of the navigation tree. The item series and descriptions assigned to the fonds are displayed in the main area.

- Item series: The fonds is listed in the header of the navigation tree. The descriptions assigned to the series are displayed in the main area. The identifier of the item series is displayed in the header of the main area.

Type	Identifier ▲▼	Denotation ▲▼	Life span ▲▼	Information	Action
📄	HStAD, G 31 P in 1142	Kaiser			Detail page Into the order basket Bookmark
📑	HHStAW, 3011/5, ...	Kaiser-Wilhelms-Bad			Detail page Navigator
📁	HHStAW, 172	Kaiser und Reich			Detail page Navigator
📄	HHStAW, 229, 1369/12	Kaiser, Isak	1820 - 1820		Detail page Into the order basket Bookmark
📄	HHStAW, 229, 4048	Kaiser, Margaretha	1861 - 1861		Detail page Into the order basket Bookmark

To adopt a description to your memo list, click on the link "Bookmark" in the corresponding line (see 5 Memo list).

To adopt a description to the order basket, click on the link "Into the order basket" in the corresponding line (see 7.1 Add archival items to the order basket).

💡 Tip: If you have already ordered the description, and the archives has not reshelved it yet, the link is replaced by the displayed text "Already ordered".

3.6   Save search

✅ Prerequisite: Log in in Arcinsys with username and password.

You can save search queries for the purpose of retrieving and repeating them. Both the simple and extended searches and the identifier search offer this feature. For saving a certain search query, you first have to conduct the search. Then click on the link "Save search" in the header of the main area of the result list of the search you conducted.

Extended search: result list					Save search
◀◀ ◀ 1 / 101 ▶ ▶▶					
🔽 Search: kloster AND eberbach Time period:1200 - 1400 Search area: HHStAW > 22 Type: Charter					
ℹ️ Your search produced **2008** hit/s .					

Type	Identifier ▲▼	Denotation ▲▼	Life span ▲▼	Information	Action
📄	HHStAW, 22, U 493	Berthold von Glimmenthal (Glymendal), Kleriker, schenkt dem Kloster Eberbach 20 Malter Korn für eine Messe zu seinem Seelenheil im Kloster.	1314 - 1314		Detail page Into the order basket Bookmark
📄	HHStAW, 22, U 481	Diether Graf von Katzenelnbogen gewährt dem Kloster Eberbach Zollfreiheit bei St. Goar.	1313 - 1313		Detail page Into the order basket Bookmark

A new window opens with the prompt: "Save search". Enter a name for the query in the field. Click on the button "Save search". If you do not wish to save the search, click on the button "Close".

3.7 Load or delete a saved search

✓ Prerequisite: Log in in Arcinsys with username and password

Open the menu "Search" and then open the submenu "Simple search" or "Identifier search" or "Extended search", as required. Click on the link "Load saved search" in the header of the main area.

A new window opens with the prompt: "Load simple search" or "Load identifier search" or "Load saved search", which will display your saved search queries sorted by date together with the number of hits in each case. The following actions are offered:

- In order to call a certain search, click on the button "Load" in the line with the desired search query. You can now repeat the search by clicking on the button "Search".

- In order to delete a saved search query from the list, click on the button "Delete" in the line with the appropriate search.

If you do not wish to conduct any of these actions, click on the button "Close".

4 Registration and log in

4.1 Registration

To use Arcinsys beyond mere research, you have to be registered first. By register-ing, you will open a user account, which is protected by a username and a pass-word that you selected.

Only you can make changes to the registration data. Also, the data will only be for-warded to an archives when you submit a request for access or fill out an access form (see 6 Submitting requests for access or access forms).

In order to register, click on the button "Log in" in the log-in area. This will expand a window with a number of links. Click on the link "Register".
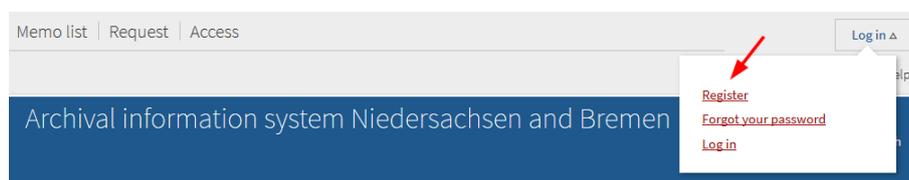
A registration form is displayed. Mandatory fields are marked with *.

4.1.1 Username

The username must have at least 8 characters and no blanks. The entry is not case-sensitive.

4.1.2 Enter e-mail address

The e-mail address is only required for resetting a forgotten password. If you do not have an e-mail address, you can alternatively enter the e-mail address of a person you trust when you register.

4.1.3 Create a password

The password must meet the following requirements:

• It must be between 12 and 20 characters long.

• It must include at least one uppercase letter (A to Z; no ä, ö, ü).

• It must include at least one lowercase letter (a to z; no ä, ö, ü).

• It must include at least one number (0 to 9).

• It must include at least one special character (@, #, $, %, +, - or .).

While entering your password, the requirements that you still have to meet will be displayed at the bottom right under "Password quality check".

When you re-enter your password in the field "* Repeat password", the correct entry is confirmed on the right by green dots. The error message "Wrong entry" will be displayed in the instance of a typing error.

4.1.4 Enter and submit your address

Tip: It is not necessary to enter a postal address for registration. You will then be required, however, to specify your address with each request for access or access form. If you enter your address data once during registration, it will be automatically copied into the form used when you submit a future request for access or an access form. The address details can be changed as required when they are adopted into the access or into the form.

Click on the button "Submit address" in order to enter your address data. Further fields for entering your address and your phone and fax numbers will be displayed.

Click on the button "Register" to complete the registration. A new window opens to confirm successful registration. You have the options of clicking the buttons "Go to log in" for immediately logging in or "Log in later" for logging in another time.

4.2 Log in

Prerequisite: Registration in Arcinsys.

After log in, you can use the memo list (see 5 Memo list) for saving your research results; and you can submit requests for access to archives or fill out access forms (see 6 Submitting requests for access or access forms).

Click on the button "Log in" in the log-in area. This will expand a window with a number of links. Click on the link "Log in".
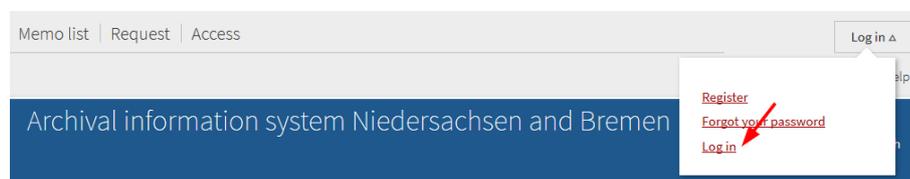
Enter your username and your password. Click on the button "Log in".

When you log in for the first time, a window with the message will open: "You have successfully logged in to Arcinsys. Would you like to order archival items from an archives? According to the particular archives, you will need either an approved request for access or you will need to fill out an access form. Would you like to submit a request for access or fill out an access form now?". Click on the button "Yes" to submit a request for access or to fill out an access form. The further procedure is described in 6.1 Submit a request for access or 6.2 Fill out access form, as appropriate. If you do not wish to submit a request for access or fill out an access form at the moment, click on the button "No, later".

⚠ Attention: If you leave the application inactive for 30 minutes, you will be automatically logged out.

4.3 Change data

After log in, you can call the link "My data" in the log-in area to update your information in the registration form. You can also change your password here. If you change data apart from changing your password, you will be prompted to enter your current password twice. In order to save the changed data, click on the button "Save". The changed data in the user account will not affect already existing requests for access or access forms. The new data will be used only for new requests or new access forms.

4.4 Reset a forgotten password

If you have forgotten your password, click on the button "Log in" in the log-in area. This will expand a window with a number of links. Click on the link "Forgot your password".

Enter your username. Click on the button "Send". An e-mail will be sent to your e-mail address specified in your user account. The e-mail will include a link to a page where you can enter a new password.

5   Memo list

✓ Prerequisite: Log in in Arcinsys with username and password.

If you are logged-in as a user, you will find the link "Bookmark" in the column "Ac-
tion" for each archival item on a list (see 2.2 List view and 3.5 Result list).

The link "Bookmark" is also on the detail page of a description in the header of the
main area.

The description is adopted to the memo list by clicking the link. This is confirmed by
both the link "Bookmark" and the menu title "Memo list" in the menu area briefly
lighting up in green. The link "Bookmark" and the menu title "Memo list" briefly light
up in yellow to indicate that the archival item already was on the memo list.

The memo list can hold up to 100 descriptions. Both the link "Bookmark" and the
menu title "Memo list" in the menu area briefly light up in red upon clicking the link
"Bookmark" when this capacity is reached, and an error message is additionally dis-
played until you click the message or refresh the page.

Open the menu "Memo list" to access your memo list. The current number of posi-
tions on the memo list is indicated below the heading.

In order to delete a description from the memo list, click on the icon "Remove high-
lighted positions from the memo list" in the appropriate line.

In order to expand or collapse the preview of a description, click on the icon "Pre-view" in front of the appropriate line.

To order descriptions from your memo list, see 7.1 Add archival items to the order basket and 7.2 Order archival items.

If descriptions are not in the order basket yet, the link "Into the order basket" is displayed in the column "Into the order basket".

If descriptions already are in the order basket, the text "Is in order basket" is displayed in the column "Into the order basket".

If you have already ordered the description, and the archives has not reshelved it yet, the text "Already ordered" is displayed in the column "Into the order basket".

Orders that have already been placed are marked with a green check in the column "Information". The order remains valid even after removing the position from the memo list.


In order to export the memo list as CSV file, click on the link "Create CSV file" in the header of the main area. The CSV file contains all columns, with the exception of "Action" and "Into the order basket".

The list can be filtered by all table contents using the field "Search" immediately above the list. As soon as you make an entry, only the descriptions containing the entered character or the entered character string will be displayed.
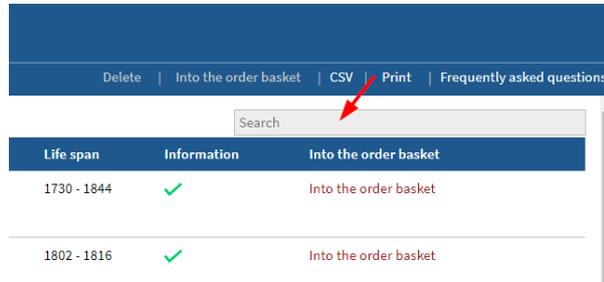
6   Submitting requests for access or access forms

✅ Prerequisite: Log in in Arcinsys with username and password.

Depending on the particular archives, either an approved request for access or a filled-out access form, which does not need to be approved, will be required for accessing archival material.

Open the menu "Request". Click on the link "Fill out new request / new form" in the header of the main area or on the button "Fill out new request / new form" in the main area. The page "Select archives" opens.
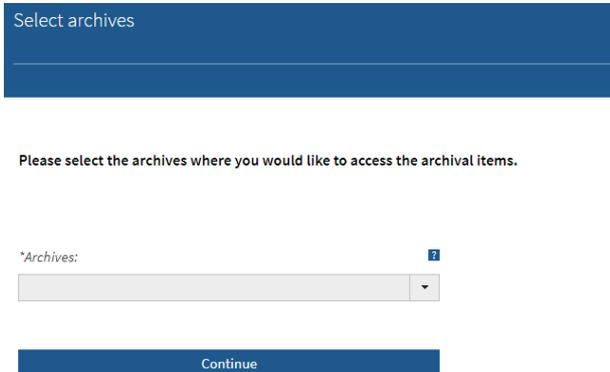
Use the drop-down list of the mandatory field "*Archives" to select the archives where you would like to access the archival items.

💡 Tip: If the desired archives is not available for selection, then it is not participating in the module "Request" in Arcinsys. Please refer to this archives in a different way.

Click on the button "Continue". This opens the page "Fill out access form" or "Submit request for access" depending on the archives.

6.1   Submit a request for access

The "Personal details" from the user account/registration form will be automatically adopted. Update the contact data if necessary.

Complete the missing entries in the mandatory fields marked with *.

You can select a number of options in each of the fields "*Types of use" (Hessen) or "*Purpose of use" (Niedersachsen and Bremen, Schleswig-Holstein) and "If yes, in which form". Check the boxes for "Data protection" and "Archival law". Click on the button "Continue".

This opens the page "Check request for access". The page contains all your entries.

Click on the button "Correct" to make changes or additions. The page "Submit request for access" with your entries opens again. You can now make changes. Then click on the button "Continue". The page "Check request for access" opens again with the updated entries.

Transmit the request for access to the selected archives by clicking on the button "Send".

Further requests for access or access forms are required if you want to select other archives. A further request for access is required at the same archives if you change the subject. If a request has expired and you wish to continue accessing archival items, please contact the relevant archives. Either will the previous approval be extended or you will be asked to submit a new request.

6.2   Fill out access form

The "Personal details" from the user account/registration form will be automatically adopted into this form. Update the contact data if necessary.

Check the boxes for "Data protection" and "Archival law". Click on the button "Continue".

This opens the page "Check access form". The page contains all your entries.

Click on the button "Correct" to make changes or additions. The page "Fill out access form" with your entries opens again. You can now make changes. Then click on the button "Continue". The page "Check access form" opens again with the updated entries.

Transmit the access form to the selected archives by clicking on the button "Send".

You are automatically authorised to access publicly available archival items at this archives as soon as you transmit the access form. The access form will have the longest possible validity period.

Further access forms or requests for access are required if you want to select other archives. A new form only needs to be filled out for the same archives if your contact data has to be changed.

6.3   Show and print requests for access / access forms

If you would like to have a table that lists your submitted requests for access and your access forms, open the menu "Request" and then open the submenu "My requests for access and access forms".

The table on the page "Requests for access and access forms" contains the following columns:

- "Action": Click on the icon for the function "Show request and decision" or "Show access form" to open the print view of the request or the access form in a new tab. Click on the link "Print" to print out the request for access or the access form.

- "Archives": The particular archives to which you transmitted your request for access or your access form is displayed.

- "Subject": The work subject specified in your request for access is displayed.

    💡 Tip: As work subjects are only specified in requests for access, this line by default contains the entry "keine Angabe (Nutzungsformular) / no specification (form for access)" for access forms.

- "Request from" or "Filled-out on": The original date of transmission is displayed.

- "Valid to": The validity date of the particular request for access or access form is displayed.

- "Info": These icons inform you about the conditions of access at the particular archives. The mouseover function also displays the appropriate information as text:

    – 📄 In order to access archival material, you must first fill out an online access form. The access form does not require approval from the archives.

    – 📄 In order to access archival material, you must first submit an online request for access, which has to be approved by the archives.

    – 📄 In order to access archival material, you must first submit an online request for access. For the approval by this archives, the request for access must additionally be submitted in paper form and signed.

– ⊞ Online requests for access or access forms cannot (any longer) be stored in Arcinsys for this archives. Please refer to this archives in a different way.

- "Status": These icons inform you about the specific status of your request or your form. The mouseover function also displays the appropriate information as text.

    – ☑ Access to archival material is generally possible.

    – ☒ Approval to access archival material was refused.

    – ⟳ Your request has been transmitted to the archives.

    – ⧖ Your request has expired.

6.4 Apply for extension of a request for access

You can apply for extension of requests for access that expire in the current calendar year or have expired in the previous year. Such requests are indicated in the table by the icon for the function "Apply for extension" in the submenu "My requests for access and access forms" in the column "Action".

When you click on the function icon, the icon disappears and the application for extension is transmitted to the archives. A message to confirm the transmission of the application is displayed. Instead of the icon ⧖ (Expired), the column "Status" will then show the icon ⟳ (Application transmitted).

💡 Tip: You can also apply for extension of an expired request for access in the course of ordering archival material (see 7.2 Order archival items).

⚠ Attention: An automated extension is not possible for requests for access that have expired prior to the previous year. In this instance, please refer to the specific archives or submit a new request.

7 Ordering and using archival material

Prerequisite: Log in in Arcinsys with username and password.

7.1 Add archival items to the order basket

To order archival items, you must first place them in the order basket. The order basket is displayed by an icon next to your username in the menu area.
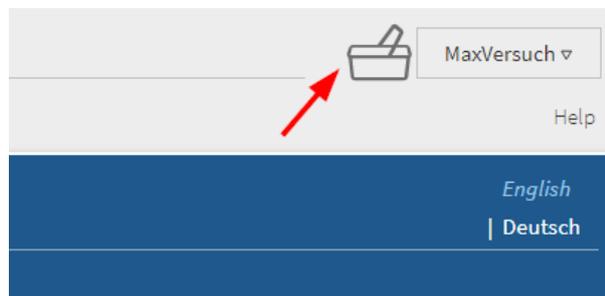
If you are logged-in as a user, you will find the link "Into the order basket" in the column "Action" or in the column "Into the order basket" in the memo list for each archival item on a list (see 2.2 List view, 3.5 Result list, and 5 Memo list).

The link "Into the order basket" is also on the detail page of a description in the header of the main area.

⚠ Attention: Ordering is not possible if no representation has been created for a description. The link "Into the order basket" is therefore not displayed for descriptions without representation.
Instead of the link "Into the order basket, the text "Not available for order" is displayed in the column "Into the order basket" in the memo list (see 5 Memo list).

⚠ Attention: Descriptions from archives not participating in the module "Access" are not available for order. The link "Into the order basket" is therefore not displayed for these descriptions.
Instead of the link "Into the order basket", the text "Not available for order" is displayed in the memo list (see 5 Memo list).

The description is added to the order basket by clicking the link "Into the order basket"; the link briefly lights up in green as confirmation. In addition, an info icon (green circle with white check mark) is briefly displayed instead of the icon "Order basket". The previously displayed number in the icon "Order basket" is updated (no number is shown for an empty order basket).

💡 Tip: On the "Memo list" page (see 5 Memo list), it is possible to adopt a number of archival items at the same time to the order basket by checking the box in the appropriate line for the description and then clicking on the link "Into the order basket" in the header of the main area.

The link "Into the order basket" and the icon "Order basket" briefly light up in yellow when the link is clicked to indicate that the order basket already contains the archival item. The description is not adopted to the order basket a second time.

The order basket can hold up to 30 archival items. Upon clicking the link "Into the order basket", an info icon (red circle with white X) is displayed briefly instead of the icon "Order basket" when this capacity is reached. The clicked link additionally lights up briefly in red and an error message is displayed until you click the message or refresh the page.

7.2   Order archival items

Click on the icon "Order basket" next to your username in the menu area to open the order basket.

The page "Order basket of [name]" opens. The current number of archival items in the order basket is indicated below the heading. The archival items in the order basket are assigned to the appropriate archives.

Enter a date in the mandatory field "*My earliest date of visit to [archives identifier]" for each archives listed in the order basket; then send the order.

You can add a remark to your order for each archives in the field "Notes".

Further entries in the area for the archives and, as applicable, required actions will be necessary depending on which of the following conditions are fulfilled:

- To access archival material at the archives where you would like to order the archival items, you must first submit an online request for access, which has to be approved by the archives:

    – If you have not yet submitted a request for access at the particular archives, or if the existing requests have not been granted or have expired prior to the previous calendar year, the link "Submit new request for access" will be displayed below the text "*Request for access". Click on the link to open the page "Submit request for access". The further procedure is described in 6.1 Submit a request for access. As soon as you have sent the request for access, the order basket opens again.

    If you do not want to submit a request for access, you can reopen the order basket using the link "To the order basket" in the header of the main area.

- If you already have submitted one or more requests for access at the particular archives, and if these have not all been refused or expired prior to the previous calendar year, the drop-down list field "*Request for acces" will be displayed below the field "*My earliest date of visit to [archives identifier]". Select the appropriate option. All valid requests for access, along with submitted but not yet granted requests for access, as well as requests for access that expired in the current calendar year or in the previous year are offered for selection.

  Click on the question mark icon next to the field to open a window with the details for the selected request for access.

  If you select an expired request for access, an extension of the request is automatically applied for when you send the order.

  If you wish to submit a further request for access to work on a subject that is not covered by one of the existing requests for access, click on the question mark icon and then on the link "Submit new request for access" in the window that opens. This opens the page "Submit request for access". The further procedure is described in 6.1 Submit a request for access. As soon as you have sent the request for access, the order basket opens again.

  If you do not want to submit a further request for access, you can reopen the order basket using the link "To the order basket" in the header of the main area.

- To access archival material at the archives where you would like to order the archival items, you must first fill out an access form:

  - If you have not yet filled out an access form at the particular archives, the link "Fill out new access form" will be displayed below the text "*Access form". Click on the link to open the page "Fill out new access form". The further procedure is described in 6.2 Fill out access form. As soon as you have transmitted the access form, the order basket opens again.

    If you do not want to fill out an access form, you can reopen the order basket using the link "To the order basket" in the header of the main area.

> 💡 Tip: If you have not yet filled out an access form at the particular archives, but at least one valid request for access is present, then the further procedure is the same as for a present filled-out access form.

– If you have already filled out an access form at the particular archives, the text "The access form from [date] is used." will be displayed below the text "*Access form".

Click on the question mark icon to open a window with the details for the access form and your contact data.

> 💡 Tip: A new form only needs to be filled out for the same archives if your contact data has to be changed.

To fill out a further access form, click on the question mark icon and then on the link "Fill out new access form" in the window that opens. This will open the page "Fill out new access form". The further procedure is described in 6.2 Fill out access form. As soon as you have transmitted the access form, the basket opens again.

If you do not want to fill out a further access form, you can reopen the order basket using the link "To the order basket" in the header of the main area.

The descriptions with identifier and title are shown below the appropriate archives.

The legal prerequisite to access the archival item is displayed for each description on the left side below the identifier.

You are moreover informed on the form (representation) in which the archival item will be made available to you.

HHStAW, 1, 1002 Bürgermeister und Rat der Stadt Lich gegen Carl August Graf von Nassau-Weilburg (1732 - 1733)

Legal prerequisite
Access form (present)

Available
Mikrofiche (Reading room)

HHStAW, 559, 56 Arbeitstagungen der Schulleiter der Katastrophenschutzschulen (1980 - 1993)

Legal prerequisite
Access form (present)
🔒 Special authorisation required (please refer to the archives)

Available
Original (Reading room)

To adopt a description from the order basket into the memo list, click on the link "Copy to memo list" in the appropriate line on the right. A message to confirm the transmission is displayed in a message. If the memo list already contains the description, an according message will be displayed when you click the link. The description is not adopted to the memo list a second time.

To delete a description from the order basket, click on the link "Remove from order basket" in the appropriate line on the right. The order position is deleted, and the number displayed in the header of the main area to indicate the number of archival items in the order basket is updated.

HHStAW, 1, 1002 Bürgermeister und Rat der Stadt Lich gegen Carl August Graf von Nassau-Weilburg (1732 - 1733)

Legal prerequisite
Access form (present)

Available
Mikrofiche (Reading room)

Copy to memo list
Remove from order basket

In order to delete all archival items from the order basket, click on the link "Empty order basket" in the header of the main area.

If you wish to be notified by e-mail as soon as your ordered archival items have been charged out for you, check the box at the end of the order basket page. A separate e-mail for each archival item will be sent to the e-mail address stored in your user account.

☐ *I would like to be notified by e-mail to Thomas.Mann@muster.de as soon as an archival item has been charged out for me.*

Continue

The order basket is valid to 28/03/2020.

After making the required entries, click the button "Continue". The page "Check order" opens. This page contains all archival items to be ordered according to archives and to your entries.

Click on "Correct" to make changes. The order basket reopens. After making your changes, click on the button "Continue".

To send the order, click on the button "Order". Your order is then transmitted to the appropriate archives, and the order basket is automatically emptied. The page "Archival items currently ordered and accessed by [name]" opens. The list contains the archival items you just ordered. For further information on your orders, see 7.3 Show information on ordered archival items.

7.3   Show information on ordered archival items

Open the menu "Access" and then the submenu "My orders".

The info icons "Padlock" and "Eye" in the column "Authorisation" show if an archival item is hidden (not published) or if it has restricted access.

The info icon ☑ indicates that the authorisation to access the archival item is present. The info icon 🗐 indicates that you are not (yet) authorised to access the archival item.

If there is no valid request for access present yet for at least one of the archives where you have ordered archival items, an according message is displayed above the list.

⚠ Attention: If the list contains archival items that are subject to restrictions and require a separate authorisation, this will also be displayed in a message above the list. In this instance, please contact the relevant archives outside of Arcinsys to request shortening of the period of protection, for example, or to obtain another special permit. Please note that the archival items may not be available yet on the planned visit date due to such restrictions. Please check prior to your visit if the authorisation has already been granted.

The current status of processing your order is shown in the column "Order status". The message "Ordered" indicates that your order has been received at the respective archives. The message "Charged-out" indicates that the archival item has been retrieved from the stack area. The message "Made available" indicates that the ordered archival items have been delivered to the reading room. The column "Representation" contains information on the form in which the archival item has been made available to you (e.g. original, digital copy for use, microfiche, etc.). The type of use says whether the archival items are physically submitted (in the reading room) or whether digital access is granted (of digital representations). Most of the archives generally do not provide other types of use (such as delivery or collection). In order to open the detail view for a certain archival item, click on the icon "Open detail view in the context" in the appropriate line of the column "Action".

Tip: The detail page of the archival item will open in a new tab of the browser. You can return to the list of ordered and accessed archival items by clicking on the previous tab.

You will find information on current orders as well as on current and earlier accesses to archival items in the menu "Access" and there in the submenu "All my accesses".

8   Submitting requests to shorten terms of protection

✅ Prerequisite: Log in in Arcinsys with username and password.

If archival items are blocked for use due to legal terms of protection or other legal requirements, the access restriction is shown in the list view by the info icon "Padlock" 🔒.

If you have ordered archival items marked with a red padlock, the following message will be displayed in the submenu "My orders": "You have ordered archival items requiring a special authorisation. Please refer to the appropriate archives in advance for this purpose."

Access to archival items prior to expiration of the terms of protection generally requires a request to shorten the terms of protection in which the reasons for the necessity of the access are stated. The shortening of the terms has to be requested from the relevant archives.

You also need a request to shorten terms of protection if you wish to research in hidden descriptions or fonds or to access descriptions that are still subject to terms of protection and not yet described in Arcinsys.

💡 Tip: This information relates to the regulations of the federal state archives in Hessen, Schleswig-Holstein, Niedersachsen, and Bremen. Other archives administrating their described data in Arcinsys may have different archival regulations.

8.1   Check if request to shorten terms of protection is required

If you have ordered archival items marked with a red padlock, or if you wish to order undescribed archival material that is still subject to terms of protection, or if you wish to research in hidden fonds and descriptions, please contact the relevant archives outside of Arcinsys. You can find the address in Arcinsys on the detail page of the archives. We recommend you contact the archives via e-mail.

The archives will then check if a request to shorten terms of protections is necessary for your particular project. The ordered archival items are possibly blocked due to other restrictions than those regulated by federal state or German archival law. A special approval by the owner may be required if the particular archival material is not the property of the archives, for example, or the fonds and descriptions may be hidden due to ongoing revisions.
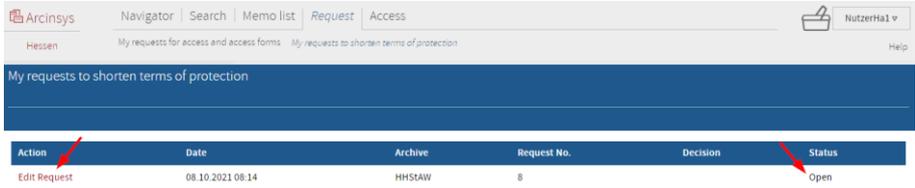
If a request to shorten terms of protection is required, an individual request form will be generated for you. You will receive an according notification via e-mail from Arcinsys as soon as the form is available to you.

You will also receive an e-mail notification if no request is necessary or if you have to contact a different person or agency in order to access the desired archival material.

8.2 Submit a request to shorten terms of protection

You can fill out and submit your request to shorten terms of protection as soon as you have received the e-mail from Arcinsys notifying you that the form is available.

Open the menu "Request" and then open the submenu "My requests to shorten terms of protection". The form created by the archives is displayed in a table on that page. A new request or a request not yet submitted to the relevant archives is marked with the link "Edit request" and the status "Open".

You can find a detailed explanation of the individual table columns under 8.3 Show and print requests to shorten terms of protection and decisions.

To call up the request form, click on the link "Edit request" in the column "Action". The request to shorten terms of protection opens in the same tab. Your personal data are automatically adopted from your request for access or the access form. If applicable, you can update your contact data and fill out the field "Ordering entity". Check the boxes for "Data protection" and "Archival law". Click on the button "Continue".

The page "Details on archival material" opens. The request to shorten terms of protection contains only those archival items ordered by you or for you by the archives that are blocked and require a request. You can determine for which of these archival items you wish to submit the request by selecting the option "Yes" or "No" in the column "Include in request" of the table "Known identifiers". To call up information on a description, click on "Detail page" in the column "Action" in the corresponding line.

HE SH Hessen, Schleswig-Holstein:

To (additionally) access blocked archival items that are not yet created in Arcinsys, please enter the items in the field "Undescribed archival items subject to terms of protection".

NI HB Niedersachsen and Bremen:

To (additionally) access blocked archival items that you did not order yet, please enter the items in the field "(Additional) archival items subject to terms of protection".

To (additionally) research in hidden fonds and descriptions, please enter them in the field "Hidden fonds and descriptions".

💡 Tip: For the individual creation of the form, ordered archival items that are blocked are checked by the archives with regard to the requirement of a request to shorten the terms of protection. Further blocked archival items you ordered since the form was provided to you and before sending the request are not automatically added to the request.

HE SH Hessen, Schleswig-Holstein: You can use the option of a decision supplement for these archival items after receiving the decision (see 8.4 Request decision supplement).

NI HB Niedersachsen and Bremen: You can enter these archival items in the field "(Additional) archival items subject to terms of protection", or you can use the option of a decision supplement for these archival items after receiving the decision (see 8.4 Request decision supplement).

To go to the previous page, click on the "Back" button. To go to the next page, click on the "Continue" button.

⚠️ Attention: Please always use the Arcinsys buttons "Back" and "Continue" for navigating the request to shorten terms of protection because the "Back" and "Continue" function of your browser may cause technical errors.

According to your entries, only those pages will then be displayed that are relevant for your request. Mandatory fields are marked with *.

You can make any changes to your entries as long as you have not submitted the request to the archives yet. Simply navigate to the required page and enter your corrections.

💡 Tip: As a result of some changes, you will be shown pages that you have not edited yet and where you have to add information.
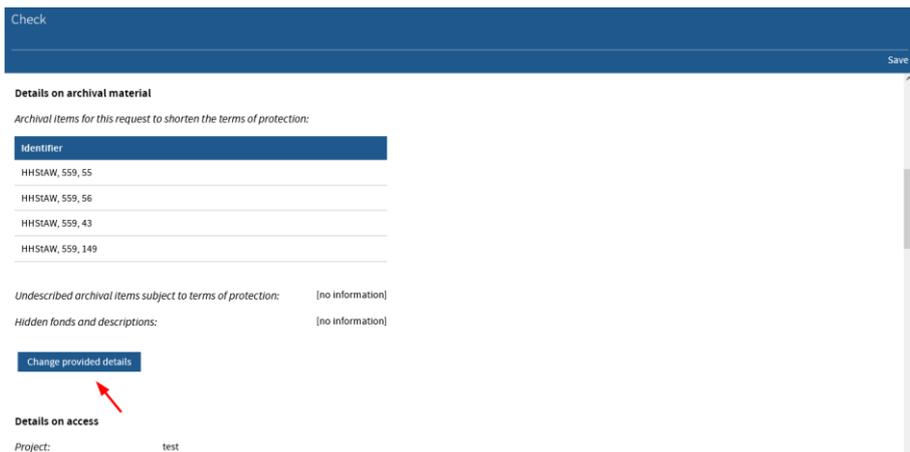
You have the option of saving your current entries and interrupting the work on your request on each page. For this purpose, click on the button "Save" in the header of the main area. When you re-open the request, the first page is displayed.

As soon as you have made all the required entries, a review page with your entire request is displayed.

To make changes, click on "Change provided details" in the relevant section.

The according page opens. Then use the button "Continue" to navigate to the "Check" page again.

To submit your request to shorten the terms of protection to the relevant archives, click on the button "Send".

After the request to shorten the terms of protection has been submitted, the archives will check the request.

💡 Tip: Depending on the relevant archives, the facts of the case in question, and the number of archival items concerned, it can take up to several weeks to check your request.

You will receive a notification via e-mail from Arcinsys as soon as the archives has issued the decision.

8.3 Show and print requests to shorten terms of protection and decisions

To receive a tabular list of your requests to shorten terms of protection and the appropriate decisions (provided they are already completed by the relevant archives), open the menu "Request" and then open the submenu "My requests to shorten terms of protection".

Action	Date	Archive	Request No.	Decision	Status
Show Request Show decision	04.11.2021 14:46	HHStAW	10	✕	Decision issued
Show Request	14.10.2021 14:10	HHStAW	11		Re-opened
Edit Request	08.10.2021 14:47	HHStAW	12		Open
Show Request Show decision	15.10.2021 08:11	HHStAW	13	✓	Decision issued
Show Request	08.10.2021 15:44	HStAD	14		Submitted to archives

The table contains the following columns:

- "Action": Click on the icon for the function "Show request" or "Show decision" to open the print view of the request to shorten terms of protection or of the appropriate decision in the same tab. Click on the link "Print" to print out the request or decision.

- "Date": Depending on the particular status, the following dates and times are displayed:

  – Open: Date and time of request form creation by the archives

  – Submitted to archives: Date and time of request submittal to the archives

  – Decision issued: Date and time of decision issue by the archives

  – Re-opened: Date and time of decision re-opening for decision reissue

- "Archives": The particular archives to which you are submitting / have submitted your request to shorten terms of protection is displayed.

- "Request No.": The number of the request is displayed.

- "Decision": The result of the processed request is indicated by an info icon.

- – ✓ The request was approved.

- – ✗ The request was not approved.

- "Status": The current status of processing your request to shorten terms of protection is displayed.

    - – Open: Your request was not submitted to the archives yet

    - – Submitted to archives: Your request was submitted to the archives

    - – Decision issued: The archives processed your request and issued a decision

    - – Re-opened: Your request was re-opened for reissue.

8.4 Request decision supplement

If you already have an approved request to shorten terms of protection and wish to access further blocked or hidden archival material, please contact the archives outside of Arcinsys. You can find the address in Arcinsys on the detail page of the archives.

The archives will then check if a further request to shorten terms of protection is required for the particular fonds or descriptions or if the present decision can be supplemented.

If a decision supplement is possible, it is displayed as an addition to the present decision.

If a further request to shorten terms of protection is required, the archives will create a new request form. You will receive an according notification via e-mail from Arcinsys as soon as the form is available to you.