

## Instruction sheet for ETH chairs on the consultation of gta Archive for teaching purposes

The gta Archive sees itself as an active research platform within an internationally oriented university. Committed to the ETH mission statement, it is involved in teaching events and provides students and researchers with low-threshold access to historical originals. It creates synergies with the D-ARCH as well as the chairs and divisions of the gta Institute and is thus an indispensable partner for teaching and research at the D-ARCH. In this sense, the archive is happy to be a contact point for specific questions in teaching.

In order to ensure a fruitful and smooth cooperation with the chairs, we have summarized some key points.

- If chairs intend to carry out projects (seminars, exercises, etc.) that make use of the archive or in which reference is made to the archive, we ask you to contact us at an early stage (at least two months before the beginning of the semester). It is a great help for both the archives and the students if we are informed in advance about possible requests for use or corresponding topics.
- The chairs are asked to briefly explain the archive and its collections to the students before they contact us directly. Information can be found on our website <https://archiv.gta.arch.ethz.ch/en/collections>. We are also happy to provide information in person if there is any uncertainty.
- The chairs are asked to advise the students to consult any literature on the research topic before visiting the archive, in order to be able to search for specific documents in the archive.
- For requests and consultation appointments of the archive, please use our consultation request form: <https://gtaarchivinfo.ethz.ch/consultation/en>. Spontaneous visits are unfortunately not possible and waiting times of up to two weeks must be expected. In January and August, the gta Archive is completely closed for stocktaking, and holdings cannot be accessed at this time.
- In order to ensure efficient cooperation between the chairs, the students and the archive, chairs should appoint a contact person for the archive who will coordinate and organize the project.
- The gta Archive is happy to offer guided tours in our premises within the framework of a project. Again, we ask to contact gta Archive early enough. The research and preparations are carried out by the chairs. The archive staff will be happy to answer questions about the use and history of gta Archive.

We will be happy to answer any questions personally and look forward to hearing from you.

gta Archive Consultation services  
[benutzung@gta.arch.ethz.ch](mailto:benutzung@gta.arch.ethz.ch)