

Corpus Release Guidelines

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The Corpora hosted by the HZSK are, in agreement with each data owner, classified into four levels of security. These classifications indicate the different conditions under which a corpus may be made available to interested parties. It should be noted, however, that the HZSK will only approve scientifically-motivated corpus requests. Furthermore, we offer a demo corpus which is freely available to anybody.

The four levels of security:

1. Level (Mail)
 - a. Please send us an email including your :
 - i. full name
 - ii. institutional affiliation
 - iii. Purpose of use
 - b. Usually we will grant you access to the required corpus within 3 days
2. Level (Mail plus authorization)
 - a. Please send us an email including your:
 - i. full name
 - ii. institutional affiliation
 - iii. purpose of use
 - b. Before we can grant you access to the corpus, we must seek permission from the data owner.
 - c. If the data owner does not react to the request within the time agreed upon (4 weeks), the HZSK will decide about the authorization of access.
3. Level (Electronic document plus authorization)
 - a. Please submit the relevant application form (user agreement) including your personal data (name, address, email), your institutional affiliation and purpose of use
 - b. You may send the form either by post or email
 - c. Before we can grant you access, we must seek permission from the data owner. Therefore, we will forward your application form, as a scanned copy, to the data owner. Each data owner has individually specified whether and when the HZSK is free to give access permission if the authorization deadline is exceeded; which thus may lead to a processing time of up to 4 weeks.

4. Level (Written dokument plus authorization)
 - a. Please submit the relevant application form (user agreement) including your personal data (name, address, email), your institutional affiliation and purpose of use. The form must be sent by post.
 - b. Before granting you access to your required corpus, we must seek permission from the data owner. The application forms will be forwarded to the data owner per post. Each data owner has individually specified whether and when the HZSK is free to give access permission if the authorization deadline is exceeded; which thus may lead to a processing time of up to 4 weeks.