Leaflet for the Use of Manuscripts and Valuable Prints

1) Manuscripts, autographs, bequests, incunabula, rare books and old prints up to publication year 1800 can only be used in the manuscript reading room (Handschriftenlesesaal). A secondary analog or digital form of these materials is made available for use. The need for consultation of the original must be explained in writing and this access must have prior approval from the head of the department.

An application must be completed for the use of all manuscripts, autographs, bequests, as well as selected rare books and incunabula.

2) Certain holdings are subject to use restrictions due to:
   • Practical reasons, e.g. manuscript materials that are not yet indexed or sufficiently pre-sorted
   • Legal reasons, e.g. safeguarding of personal rights or contract conditions
   • Conservation reasons, e.g. secured collections. medieval manuscripts, items in poor condition.

3) Unpublished materials written by persons still living can be used only with their written consent

4) Users must sign the guestbook at the beginning of each visit. An identity card or passport is required for the first visit. If applicable, a written reference from a professor or instructor may be required.

5) A separate loan request must be filled out for each manuscript shelf mark (Signatur) and they will be retrieved accordingly. Incunabula, rare books and old prints (up to year 1800) may be ordered through the Main Catalogue (Hauptkatalog) or the Old Catalogue (Alter Katalog). These items are usually available the next day.

6) Users of unbound materials will receive only 1 sheaf or 1 fascicule at a time. Users of printed material may use up to 5 volumes.

7) The existing order/organization of materials may not be changed, even if they should be incorrect. Be sure to take extra care to avoid this. Observations of damaged and missing parts must be reported immediately.
8) For the protection of the collections the following are prohibited for all materials:
   - the use of ink and pens and other liquid writers (pencils can be borrowed from the
     department)
   - writing in or on the items as well as tracing (you may request a tracing to be made by
     an employee of the department)
   - forcible bending of closely bound volumes (for large volumes please first open in the center
     and then turn pages forward or backward)
   - inserting notes or other objects.

9) Upon leaving your workspace for a prolonged period and before the closing of the
    manuscript reading room the issued items must be returned to the supervisor.
    An examination of the objects for completeness and integrity in the presence of the user may
    be required.

10) Orders for reproductions must be requested using the form. Both analog (microfilm) or
digital (scan) forms of reproduction can be produced.
    Duplicate films may be borrowed in the short-term for self-copying on the reader printer in
    the main reading room (Hauptlesesaal) in exchange for a collateral item (e.g. passport).
    For the majority of items, requests for filming or scanning are handled in the order they were
    received. Longer waiting times in some cases are unfortunately inevitable.
    Use of your own digital camera to take photographs of handwritten and printed materials is
not allowed.
    Removal of old and valuable collections to other areas of the library in order to produce
    copies is prohibited.

11) One must obtain written approval from the library for each publication or pictorial
representation made from handwritten materials.
    The provenance (source) of original images must be cited, even for reproduced prints.
    The collection is cited by specifying the Library (Universitäts- und Landesbibliothek Bonn,
abbreviated ULB), the department (Hss-Abt.) and the full shelf mark (Signatur).
    (Note: the S-shelf marks are cited without a period after the S.)
    You are responsible for compliance with any legal obligations (e.g. copyright, performance
    rights, personal rights) of publishing. For this information the library does not undertake a
    guarantee.

12) In the interest of ongoing documentation and as information for other users, we request
a copy or reprint of all publications based on our collections. If the items of the ULB
represent only a fraction of the publication (e.g., only one photo) we request copies of all
relevant pages and / or the accurate bibliographic data.

Her., 18.12.2006