

INFORMATION FOR USERS

- Please order **manuscripts, rare and old printed books** (Rar., Res, L.sel., ESlg etc.) by completing a separate yellow order slip. No more than **10 order slips** may be submitted per day. The items ordered will then be available for a period of two weeks (10 working days).
- Due to legal or conservation reasons some items or parts of items are not available for consultation.
- The objects issued must **be handled with great care:**
 - **Pencils only** are to be used for writing. These can be obtained from the issue desk.
 - The staff's instructions concerning the use of the objects must be followed at all times.
 - All manuscripts, rare books and works with fragile or delicate bindings must be consulted on the (foam) **bookrests** provided.
 - Readers must not write, mark, or damage a manuscript. They must not moisten fingers in order to facilitate the turning of the pages nor touch the letters or the ornaments.
 - Readers must not force open close-fitting bindings.
 - The original **sequence of single leaves** may not be changed, even if it is obviously incorrect. Please inform the staff in the reading room in this regard.
 - **Manuscripts stored in safe deposit and classified materials may** only be consulted at designated reading tables. Only staff members may transport the objects to the designated tables.
 - Manuscripts stored in safe deposit are, as a general rule, to be consulted by means of photographic reproductions; special permission from the Superintendent is required for consulting them in the original. The use of **cotton gloves** is obligatory; they can be obtained from the issue desk at the price of €1,50.
 - The consent of the Superintendent must be sought for **examination of watermarks** by means of luminescent foil, for the copying of watermarks, the examination of script with an ultraviolet lamp, and the **taking of rubbings of bindings**.
- **If you leave your seat** for a longer period, or for good, or at the closure of the reading room, you are asked to return all the objects in sound condition.
- The reading room is under **closed-circuit television control**.
- **(Digital) photographic reproductions** and electrostatic print-outs from microfilm are, in general, available by order from the Photographic Department; an order may be turned down for legal or conservation reasons. In exceptional cases, items kept in the reference library or those which can be ordered via the library's OPAC may be copied on the bookscanner situated in the entrance hall to the department, provided there are no concerns about the physical condition of the object. **Orders** can be submitted **via ERaTo**, which is available in the reading room and on the Internet (<http://www.bsb-muenchen.de/1470.0.html>) alike. Our readers may not take (digital) photos by means of their own cameras.
- Our staff will be happy to answer any **questions about the holdings** and to provide a brief introduction as to how to properly work with fragile material. Readers (users) are requested to give advance notification for longer inquiries.
- **Advance orders of items** should be directed one week before the forthcoming stay either to our **QuestionPoint** account or to handschriften@bsb-muenchen.de . No more than three manuscripts may be reserved in advance.