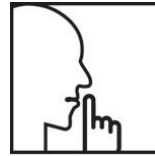


INFORMATION FOR USERS

- Please show your reader pass **when entering the reading room through the turnstile**. Please note that certain objects must not be brought into the reading room. Please **keep quiet** and **turn off the sound** on your mobile phone.



- Manuscripts, rare and old printed books** (Rar., Res, L.sel., ESig etc.) can be ordered directly **via the online catalogue BSB DISCOVER!**. For this purpose, an **extra reader pass** of the Department of Manuscripts and Rare Books **is required** (user group 88) and can be obtained on our premises during the usual opening hours. For more information please consult the leaflet concerning the searching and ordering of rare material via BSB DISCOVER!. No more than **10 orders** may be submitted per day. Please place your order well in advance, ideally at least three days prior to your visit. This reader pass can also be used for ordering old printed works from the general archives of the library up to the year 1700. The ordered items will be available for collection for a period of two weeks (10 working days). Most items in the collection of literary remains and personal papers as well as autographs of famous persons (Nachlass materials) require you to fill in a yellow order form.
- Please carry your reader pass with you at all times and present it at the reading room desk upon collecting the ordered items.
- Due to either legal or conservation reasons some items may not be available for consultation.
- The items must **be handled with great care**:

- **Use pencils only** to take notes. However, laptops are allowed.
No pens or highlighters!
Readers must not write on, mark, or damage the item.



- **No sharp objects** are allowed on the reading desks!



- The staff's instructions concerning the use of their materials must be followed at all times.

- All manuscripts, rare books and other items with fragile or delicate bindings must be consulted on the (foam) **bookrests** provided. Readers must not force open close-fitted bindings.



- Please **wash your hands** before reading any (paper) manuscripts. The use of **cotton gloves** is recommended when handling parchment.



- **Manuscripts stored in the safe deposit and classified materials may only be consulted at the designated reading desks.** Only staff members are allowed to transport the items to these reading desks. As a general rule such manuscripts are to be consulted by looking at photographic reproductions; special [permission](#) for consulting the original may be granted by the superintendent of the reading room. The use of **cotton gloves** is **obligatory**; they can

- be obtained from the issue desk free of charge.
- Readers should neither moisten their fingertips to turn pages nor touch the letters or the ornaments.
 - Please maintain the order and arrangement of any unbound material (fragments, modern papers, and autographs), even if it is obviously incorrect. Any inconsistencies may be reported to the staff in the reading room. In order to prevent delicate material from being damaged, please touch the leaves only for a short period of time. When consulting the documents please place them on a blank sheet of white paper or on one of the cardboard pieces provided.
 - For any kind of extraordinary use, such as the **examination of watermarks** by using luminescent foil or the examination of the script with a LED magnifying glass, please speak with the reading room staff. There are designated areas for this kind of examination.
- CCTV is in operation in the reading room.
 - If you have finished your consultation, intend to **leave your seat** for a longer period of time or the reading room closes, we ask you to return all the items in the condition you received them.
 - **Readers may not take (digital) photos with their own camera.** (Digital) photographic reproductions and electrostatic print-outs from microfilm are available for order from the Photographic Department; an order may be declined for legal or conservation reasons. **Orders** can be submitted **via ERaTo** which is available in the reading room and on the internet (<https://erato.digitale-sammlungen.de>). In exceptional cases, items kept in the reference library or those ordered via BSB DISCOVER! may be copied using the book scanner situated in the entrance hall to the department, provided there are no concerns about the item's physical condition.
 - Our staff will be happy to answer any **questions about the archives** and provide a brief introduction as to how to correctly handle fragile material. Readers (users) are requested to give advance notification for longer inquiries.
 - **Bookings** should be made at least one week before visiting the department via our **Online Enquiry Service** account or via email (handschriften@bsb-muenchen.de). You may be provided with a provisional reader pass allowing you to order a few items via BSB DISCOVER! yourself prior to your visit.
 - All **privately owned items (photocopies and books) are to be shown when leaving the reading room** through the turnstile.

