# Searching and ordering manuscripts, incunabula and early printed books in the BSB OPAC. Basic information
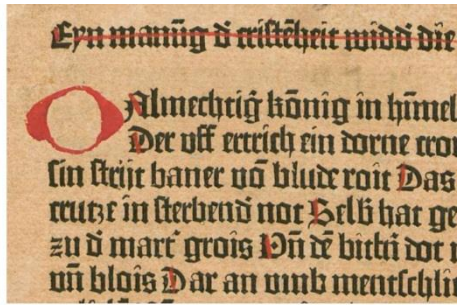


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# Online catalogue OPACplus

- Access options via the website [www.bsb-muenchen.de](www.bsb-muenchen.de) (You may switch to the English version. The respective button can be found on the top right on your screen):



- The search input box starts a **"free search" for shelf marks** (e.g. *Clm 1234* or *Cod.gall. 123*) or for **title keywords** in the complete catalogue database. The **advanced search** allows you to specifically configure search requests. The shelf mark simultaneously forms part of the title only in the case of manuscripts and is the **most reliable search criterion**.



- Using the advanced search, you can also limit your search request to certain reading rooms, types of media and (digital) full texts.

## SEARCH TIPS

**Truncation** marks (asterisks *) serve to search for a variety of word endings and notations. Thus, for example, by inputting Evangeli*, you will find also Evangelium, Evangeliar, Evangelistar, Evangelisches Gesangbuch, etc.

**Please note that many manuscripts do not have content titles or citation titles.** The titles used are, as a general rule, either in German or in the language of the work, in many cases

**Phrase search:** Search for the exact string of words by means of quotation marks (""), e.g.: "Cod.gall. 16" or "Clm 4711" in the free search box or in the title box of the advanced search.

Multiple search terms and search fields are connected by means of operators: AND – OR – NOT

In the case that the intentionally vague search yields a large hit list, you can **refine your list of results** in a second step. As **filters**, you can use terms such as "Handschrift" (manuscript), "Karte" (map) or "Online-Ressource" (online resource; for manuscripts, prints or maps available in digital form). In addition, limitations can be introduced for languages and periods of time.

### Narrow Results

☐ Search digitized fulltexts (literature of the 19th c.)

▶ Subject (Heading)

▼ Year

<= 1382 (2202)
1383 - 1572 (4191)
1573 - 1759 (2242)
>= 1760 (1639)

▼ Media type

Monograph (22695)
Manuscript (21036)
Computer file (6314)
Online resource (6308)
with Illustrations (1950)

Show More …

▼ Language

Latin (21027)
French (986)
German (765)
Undetermined (221)
Middle High German (… (146)

- Please **log in first** by inputting your **user number**.



The login button can be found on the top right, below the BSB logo on your screen. Log in by inputting your twelve-digit user number and the six-digit password (DDMMYY).

For this purpose, an **extra reader's pass of the Department of Manuscripts and Early Printed Books** is required (**user group 88**). This extra reader's pass can be obtained on our premises during the usual opening hours. To this end, please show a valid personal identification document. This reader's pass can also be used for ordering old printed works from the general holdings of the library up to the year of publication 1700.

- **For ordering**, do not directly click on the button "Order (Reading Room)", but **use the copy indicator ("Holdings")** to select the medium you wish to order directly. Please note: this service is not available in the mobile version.



- ○ **Special materials with limitations on use** cannot be ordered via the OPAC, but are subject to approval. This special authorisation can be granted by the head of staff of the reading room exclusively when a peremptory scholarly research interest is given. A corresponding form can be downloaded.

- It may also occur that certain manuscripts and printed works are **blocked from use**. Such items will be marked by the indication "Not loanable". Usually, alternative forms of use are available (digital copies and/or microfilms, codices simulati), which can be ordered without any problem.



- **Place of provision**: Items on loan are provided for use **exclusively in the Manuscript Reading Room** (1$^{st}$ floor). Provision to other reading rooms or for home loan is not possible.
- The date of provision is displayed at the end of the order process. The date will no longer be shown later.

- Using the option of the copy indicator is particularly expedient in the case of **printed works** of which several copies of an edition are available at the library and one specific copy needs to be ordered.

| ItemId | Branch/ Location Location | Status | Shelfmark |
|---|---|---|---|
| 36654811940012 | BSB / Außenmagazin | for order | A.lat.a. 2617 x |
| 36635249950018 | BSB / Außenmagazin | for order | 4 A.lat.a. 685 |
| 36020375700010 | BSB / Außenmagazin | for order | 4 A.lat.a. 733 |
| 99991857425 | BSB / Außenmagazin | for order | 4 A.lat.a. 710 |

- Some of the books currently being on loan can be reserved by using the "reservation" button, which can be seen – together with the loan term of the current lender and possibly already existing reservations – by clicking on the tab "Holdings".

## Holdings

| ItemId | Branch/ Location Location | Status |
|---|---|---|
| 36652283290012 | BSB / Handschriftenabt. Magazin | In for order (reading room) To order this item a special reader's pass is needed. Please contact the Reading Room for Manuscripts and Rare Books. |
| 36654922490012 | BSB / Handschriftenabt. Magazin | In on loan until: 18.11.2019 (reservations: 0) To order this item a special reader's pass is needed. Please contact the Reading Room for Manuscripts and Rare Books. |

**Handschrift**

**Caesarii Heisterbacensis Dialogus miraculorum - BSB Clm 4711**

Caesarius <Heisterbacensis>

[S.l.], 15. Jh.. - 110 Bl. - Papier

> ⓘ The reservation will be cancelled automatically on 10.01.2021 .
>
> Please choose pick-up location
>
> [ Handschriftenlesesaal ▾ ]
>
> [ Confirm ]   Cancel

- **Individual shelf marks of personal papers** have been entered only scarcely in the OPAC so far. It is recommendable to locate the not yet searchable parts of personal papers using the respective digital finding aid (repertory) and to order such materials via stack order. The shelf mark needs to be entered correctly in its standardised notation also in this case. As an alternative to ordering via the OPAC, it is **still possible to fill in and submit a yellow order slip**.

- Titles from the non-lending collections of the reading room (Hbh = reference library of the Department of Manuscripts) can be consulted on site, but cannot be loaned. No order is required in this case. Location indication:

| Order | Display Parent | In Reading Room ▾ |
|---|---|---|

Aventinus Reading Room: Hbfo/300 C 3050-19

Reading Room of the Department of Manuscripts …

▾ More title information

# Read online

- The digital copies (reproductions) of manuscripts and early printed books are shown directly together with the individual hit. When several digital copies are available, a small triangle is displayed which opens a **selection box**:



In the case of printed works, a selection can be made between different digitised copies.
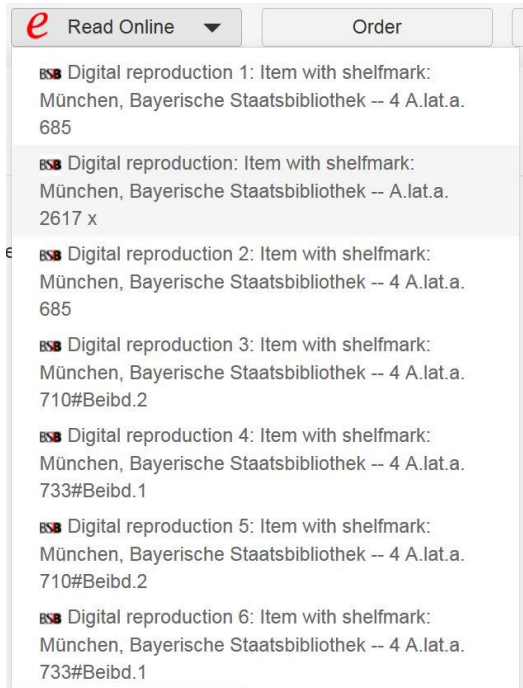


- In the case of unique manuscripts, in contrast, the following combinations are possible when several digital copies are displayed:
  - colour digital copy of the original (always on top of the list)
  - where available (in the case of first-class objects) digital presentation in the World Digital Library (WDL)
  - grey-scale or black and white digital copy produced on the basis of the microfilm
  - digital copy of the facsimile

- The viewer offers the possibility to either download (by selecting "download") digital copies free of charge in the form of PDF files for scholarly, educational and other private purposes or to order such copies with a higher resolution (300 dpi, JPEG) from the library using the service Daten für die Forschung (Data for Research).



- Using the BSB viewer, it is possible for many of the manuscripts to switch to the IIIF viewer that enables stepless zooming in and out of the digital copy among other things.

Please note that clicking on the "Read online" button will yield only complete digital copies of an original. In rare cases, where only individual pages could be made available in digital form so far for reasons of conservation (i.a. Clm 14000), these can be retrieved via the weblinks as an "Excerpt (Einzelbilder)").

## Web links

In the case of manuscripts, usually two links are displayed:
- To the printed manuscript catalogues. However, there is, as yet, no direct link to the description of the individual manuscript.
- To the research documentation database of manuscripts and old printed books. Here, no additional inputting of the shelf mark in question is required, since it is transferred automatically by the system.

- In the case of printed works, searching for further copies in other libraries is relevant and expedient.


# Tips on the notation of shelf marks

For a successful search, it is essential to know the correct – standardised – notation of shelf marks, since <u>only these</u> can be found in the catalogue. Usually, (earlier) alternative notations are not linked up.
- The abbreviation used for the extensive holdings of Latin **manuscripts** is *Clm*. The formerly commonly used abbreviation *Cod. lat.*, which can still be found on the shelf mark label, is not accepted by the OPAC.
- Accordingly, the abbreviation for the German-language manuscripts is *Cgm* and no longer *Cod. germ*.
- Almost all other codex manuscripts are written in the form of the abbreviated word Cod., complemented by the abbreviated Latin term for the language, WITHOUT blank between the two parts, e.g.
    - *Cod.gall., Cod.hisp., Cod.ital.*
    - *Cod.graec.*
    - *Cod.hebr.*
    - *Cod.icon.*
    - *Cod.arab.*
    - *Cod.sin.* ... etc.
- There are only very few manuscript collection groups which deviate from this rule. The most prominent exception to this is the handwritten library catalogues, which are designated by *Cbm Cat.*
  A complete list of all shelf marks used for the BSB's holdings can be found on the website: https://www.bsb-muenchen.de/fileadmin/pdf/ hand-schriften/signaturenschreibweise_liste.pdf
- Individual volumes, individual files and fragments usually bear Arabic numerals, which are connected directly, that is without a blank, to the basic shelf marks with an open round bracket, e.g. *Cgm 8012(15* or *Clm*

*29311(125*. The notations with slash, hyphen or comma partly used in the (older) printed catalogues are not accepted by the OPAC.

- Letters extending shelf marks are written following a blank, e.g. *Clm 4660 a*
- The most commonly used obsolete shelf marks have been stored in the catalogue entries in the meantime and are thus also searchable. Among them are the shelf marks for priceless items (*Cim.*) and illuminated manuscripts (*Cod.c.pict.*). The shelf marks still widespread in literature of the collection group of Codices bavarici (*Cod.bav.*), which has been dissolved in the meantime, have been entered only for the smaller manuscript collection groups (*Cod.gall., Cod.ital., Cod.angl.*) so far. The following simple rules are applicable in the determination of the currently valid Clm or Cgm shelf mark:
  - *Cod.bav. 1 - 1329 → Clm 1001 – 2329*
  - *Cod.bav. 1501-3587 → Cgm 1501 – 3587*
- The notation of shelf marks of **incunabula and printed works** is similar, with format specifications being commonly used here in most cases. These precede the actual shelf marks as a 2 and a 4. Examples:
  - *2 Inc.c.a. 1454*
  - *4 Inc.s.a. 112 d*
  - *Inc.c.a. 221 a* (in the octavo format; the formerly commonly used "8" is no longer written)
  - *2 A.lat.a. 359*
  - *4 A.obst. 18*
  - *It.sing. 984*
- Slightly deviating notation:
  - *L.sel.III 48*
  - *Einbl. V,14 sa*
- The locations "Reserve" and "Einbandsammlung" (binding collection) are written in abbreviated form and precede the actual shelf mark. A slash is used for separation. Examples:
  - *Res/4 A.lat.a. 723*
  - *ESlg/H.afr. 8067 z*
- Concerning the notation of **shelf marks of personal papers**, information can be found in the repertories which are retrievable digitally from the OPAC in most cases.

## Further indications / Help

This basic information can merely take account of the common phenomena. In the case of more specific aspects, the information service of the Department of Manuscripts and Early Printed Books is available of course to provide assistance.

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