

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

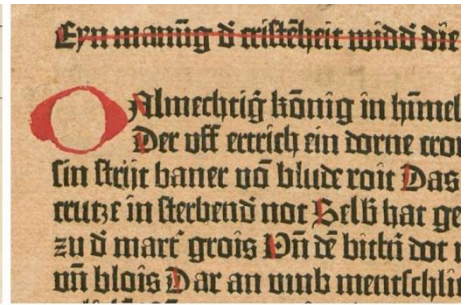


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Online catalogue OPACplus

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

The screenshot shows the OPACplus search interface. On the left, there is a navigation menu with 'Catalogue OPACplus' highlighted in red, and sub-sections for 'Databases', 'Books', and 'Journals'. The main search area contains a search box with the text 'CIm 4711' and a magnifying glass icon. To the right of the search box is a red button labeled 'Advanced search'. Below the search box, there is a section titled 'What am I searching?' with a description: 'BSB Catalogue with media of all types belonging to the collections of the Bayerische Staatsbibliothek (books, periodicals, newspapers, maps, sheet music, manuscripts or electronic media such as e-books, e-journals or databases | Articles & More, predominantly containing articles from e-journals and databases | Union Catalogue, predominantly with collections of libraries in Munich and Bavaria (with order option via interlibrary loan))'. There is also an upward-pointing arrow icon in the top right corner of the search area.

- The search input box starts a **"free search" for shelf marks** (e.g. *CIm 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**.

Search request

The screenshot shows the advanced search interface. It features a search criteria table with four rows:

All fields	Cod.icon. 394
and	Title
and	Author name
and	Subject (Heading)

Below the table, there is a dropdown menu for 'Tools for non-latin Scripts'. At the bottom right, there are two buttons: 'Clear' and 'Search'.

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

The screenshot shows the 'Limit Search' section. It includes a checkbox for 'Search digitized fulltexts (literature of the 19th c.)'. Below this, there are two dropdown menus: 'Reading Room Collection' (set to 'Manuscript Reading Room') and 'Document Type' (set to 'Manuscript'). At the bottom, there is a 'Year' section with 'from' and 'to' input fields.

SEARCH TIPS

Truncation marks (asterisks *) serve to search for a variety of word endings and notations. Thus, for example, by inputting *Evangelium**, 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

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)

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.

ORDERING AND BORROWING

- 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.

▼ More title information

▼ Holdings

Itemid	Branch/ Location Location	Status	Shelfmark
99995398002	BSB / Handschriftenabt. Magazin	In Bestellung im Handschriftenlesesaal 🔒 order this item a special reader's pass is needed. Please contact the Reading Room for Manuscripts and Rare Books.	MF 3738
36652265970017	BSB / Handschriftenabt. Magazin	In Sondergenehmigung erforderlich 🔒 consultation with special permission only.	Cgm 582
99991729793	BSB / Handschriftenabt. Magazin	In Bestellung im Handschriftenlesesaal 🔒 order this item a special reader's pass is needed. Please contact the Reading Room for Manuscripts and Rare Books.	Cod.sim. 224

▼ Weblinks

- **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.

 Read Online
Not loanable
Copy via ERAto (€)

▼ More title information

▼ Holdings

Itemid	Branch/ Location Location	Status	Shelfmark
36652339950010	BSB / Handschriftenabt. Magazin	In Bestellung im Handschriftenlesesaal To order this item a special reader's pass is needed. Please contact the Reading Room for Manuscripts and Rare Books.	MF 6446
36652351340018	BSB / Handschriftenabt. Magazin	not loanable	Clm 14000

- **Place of provision:** Items on loan are provided for use **exclusively in the Manuscript Reading Room** (1st 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.

▼ Holdings

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 ...

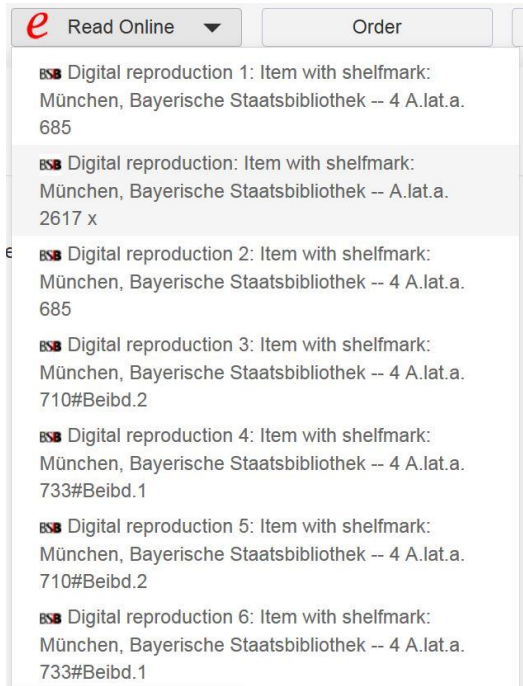
▼ More title information

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

e Read Online ▾

- BSB Digital reproduction 1: Item with shelfmark: München, Bayerische Staatsbibliothek -- Cgm 61
- BSB Digital reproduction 2: Item with shelfmark: München, Bayerische Staatsbibliothek -- Cgm 61 (2. Digitalisat)
- Full text (Präsentation in der World Digital Library)

e Read Online ▾ Not loanable C

- BSB Digital reproduction: Item with shelfmark: München, Bayerische Staatsbibliothek -- Hbh/2 DI 14000-6 (Faksimile von Clm 14000)
- BSB Digital reproduction: Item with shelfmark: München, Bayerische Staatsbibliothek -- Clm 14000#Mikroform

- 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).

[Projektbeschreibung] [Impressum] [IIIF-Viewer] [Download]

MDZ Münchener Digitalisierungszentrum Digitale Bibliothek

BSB Bayerische Staatsbibliothek

Digitalisat-Bestellung BSB-Katalog -> Clm 8201

- 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.

Ausführliche Beschreibung (Halm, Karl: *Catalogus codicum latinorum Bibliothecae Regiae Monacensis. Tomi 1 Pars 2.: Codices Num. 2501-5250 complectens. - editio altera emendator. - Monachii : sumptibus Bibliothecae Regiae, A. 1894. - (Catalogus codicum manu scriptorum Bibliothecae Regiae Monacensis ; Tomi 3 Pars 2))*
Catalogue of Manuscripts

- 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 only these 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/handschriften/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.

Version: April 2020