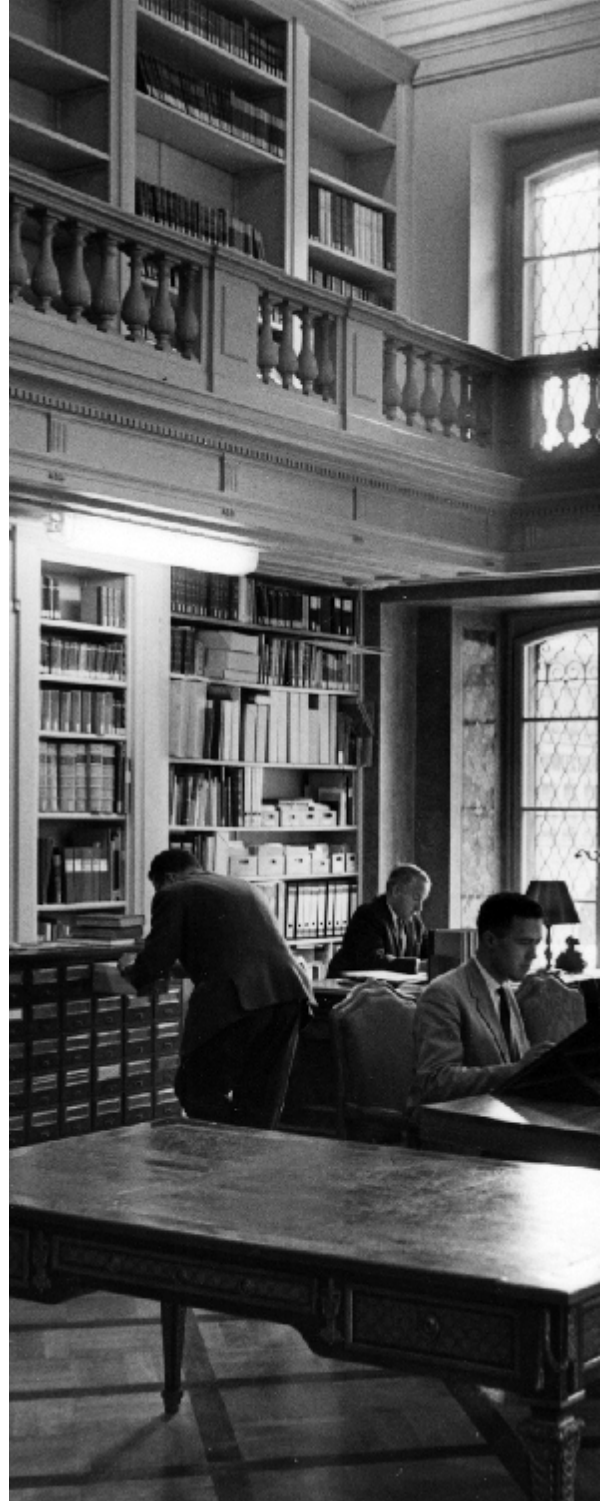


BURGERBIBLIOTHEK BERN

BIBLIOTHÈQUE DE LA BOURGEOISIE  
DE BERNE

## Library Regulations



Effective from 1 November 2008

## **General Organisation**

<b>Opening hours</b>	The Reading Room is open Monday to Friday from 9 am to 5 pm. The Burgerbibliothek is closed on public holidays.
<b>Registration</b>	For each calendar year the user fills out a user card with his or her personal details. In filling out the user card the user implicitly accepts the Library Regulations. The Burgerbibliothek is entitled to ask for identification at any time.
<b>Visitors' book</b>	Users of the Reading Room are to enter their name in the Visitors' Book once on the day they use the library.
<b>Cloakroom</b>	Only aids such as writing materials, pencils, laptops or books that are absolutely required for working with the archives may be taken into the Reading Room. All coats, jackets, umbrellas, briefcases, computer cases and other receptacles must be left in the cloakroom lockers, without exception.
<b>Reading Room</b>	Silence is to be observed in the Reading Room at all times. Food, drinks, smoking and the use of mobile phones are not permitted.
<b>Workplaces</b>	The use of a workplace is only for the consultation of the Burgerbibliothek's collections. The workplaces are to be cleared away every evening. Workplaces cannot be reserved.
<b>Computer workstations</b>	Users are permitted to work on their own laptop. The library's own computers are to be used exclusively for archive and library research.
<b>Checks</b>	The library supervisors are authorised to check users where necessary as they leave the Reading Room.
<b>Use of the collections</b>	
<b>Use</b>	The collections of the Burgerbibliothek are to be used in the Reading Room exclusively. Lending is not permitted.
<b>Right of access</b>	Access to the collections is free and without charge as a matter of principle. There may however be legal and contractual restrictions (deposits, loans) on such use. The statutory provisions governing the information of the population, the preservation of historical monuments, and the Data Protection Act apply specifically in this regard. Access is not permitted to any documents that may yet be unopened, at risk from a conservation point of view, or in restoration. Replacement copies will be provided in such cases whenever possible (e.g. facsimiles, microfilms).
<b>Declaration of use</b>	A declaration of use is to be signed when consulting collections which may in part contain sensitive sources or

affect the personality rights of third parties.

**Advance notification**

Advance notification in writing or by phone is expected in the case of:

- extensive orders
- consultations of the manuscripts of the Bongarsiana/Codices department
- consultations of prints, drawings and photographs
- consultations of the portrait documentation

**Ordering**

An order form indicating the research topic is to be filled out when ordering any manuscript or archive item. As a rule only three volumes or an unbound collection may be issued to any workplace.

**Reference library**

The reference library in the Reading Room is accessible to all. The books are to be replaced in their original location after use.

**Handling of documents**

Manuscripts and archives are originals. They are unique and irreplaceable. Proper handling procedures help to preserve them:

- Users are requested to ensure their hands are clean before consulting any document.
- Bound documents are to be viewed on the foam pads provided. Weighted cords are to be used to secure the pages.
- Only pencils are permitted as writing utensils. Adhesive note papers (*Post-its*) are strictly prohibited; likewise inserting notes or other objects to act as bookmarks.
- It is forbidden to write in, or on, the documents (trace copies) and to touch any of the book decorations. Pages should be turned carefully, avoiding dog-ears and fingerprints.
- The sequence of the documents inside the storage units must be observed imperatively (e.g. loose-leaf folders).
- It is important to make sure that the documents are not exposed to direct sunlight when consulted.

**Feedback**

Any damage, defects or missing items in the documents or any evidently incorrectly sorted documents are to be reported to the supervisor or the relevant scientific staff. If no report is made, it is assumed that the documents have been submitted in a perfect and complete condition.

**Liability**

Users are liable for any damage to, or loss of, documents and are to pay compensation for any costs or expenses incurred.

**Services**

**Advice**

The supervisors are there to assist in finding the collections required and to provide general information. More in-depth or

specialist advice is provided by the scientific staff by prior arrangement. Sourcebook excerpts, research, transcriptions or genealogical research is not provided.

**Reproductions**

**Photocopies**

Photocopies are not permitted, neither from the archives nor the collections of the manuscript and reference libraries.

**Repro orders**

The offer, prices, terms & conditions apply as set out in the relevant leaflet.

**Taking of photographs**

Digital and analogue photographs are permitted if done without causing damage to the original and subject to the terms & conditions set out in the leaflet.

**Rights of use**

**Use**

Reproductions and photographs of collections of the Burgerbibliothek are intended for private use exclusively. The Burgerbibliothek is to be given advance notification of any intended further use, publication or forwarding to third parties. Commercial use is subject to a separate fee.

**Copyright**

Users are personally responsible for observing the provisions of copyright and personality laws.

**Specimen copy**

The Burgerbibliothek is to be given a specimen copy, free of charge and unprompted, of any works or publications based on its archive collections.

**Indication of source**

The use of the Burgerbibliothek's collections is always to be accounted for in all works and publications through the correct citing of sources.

**Effective date**

**Sanctions**

The Burgerbibliothek may temporarily turn away any person who infringes the Library Regulations, disobeys the instructions of its supervisors or removes individual inventory items for personal use; it may also deny such persons access to the Burgerbibliothek.

**Effective date**

The Library Regulations come into force on 1 November 2008. They replace the Library Regulations of 28 June 2000.