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## *Service Offer and Costs for Reproductions, Research and Guided Tours*

In addition to the Library Regulations dated January 1, 2021, please observe the following:

### **Reproductions**

#### **Terms of use**

As a rule, users are personally responsible for observing the provisions on data protection, copyright and personal rights, particularly when photographing holdings of the Burgerbibliothek of Berne.

Please refer to the applicable terms of use for reproductions offered by the Burgerbibliothek of Berne in its Online Archive Catalogue or elsewhere for download in JPEG format.

Reproductions in TIFF format available on order from the Burgerbibliothek may only be used for the agreed purpose and may not be passed on. The Burgerbibliothek of Berne can approve the further use or transfer to a third party in response to a written request.

#### **Indication of source and specimen copies**

Reference to the use of documents or reproductions of the Burgerbibliothek of Berne is to be made in all works and publications (including online) by the correct citing of sources. The documents of the Burgerbibliothek of Berne are to be cited according to their description in the Online Archive Catalogue (<http://katalog.burgerbib.ch/>) as follows:

Burgerbibliothek Bern, reference, sheet or page number (if available):

Burgerbibliothek Bern, Cod. A 91, f. 3r

Burgerbibliothek Bern, Mss.h.h.XVI.23, p. 112

Burgerbibliothek Bern, N Theodor Kocher 21 (9)

Burgerbibliothek Bern, Gr.A.108

Burgerbibliothek Bern, VA BSB 1914

The Burgerbibliothek of Berne must be provided, free of charge and unprompted, with a copy of all works and publications in which reference is made in any way to documents or reproductions from the Burgerbibliothek of Berne. The Burgerbibliothek of Berne must be provided with the URL for online publications.

### **Taking of photographs**

Those documents which are publicly accessible and safe in terms of conservation may be photographed with the prior consent of the Reading Room staff, provided doing so does not infringe any third-party rights. The photographing may not affect the documents any more than would be the case with normal consultation, in particular bound documents may not be flattened. The use of flash and tripods is not permitted.

### **Restrictions for conservation reasons**

Documents which are at risk from a conservation point of view cannot be reproduced.

### **Quality**

The Burgerbibliothek of Berne normally provides digital documents in TIFF format with a resolution of 300 dpi. There may be deviations in the resolution of the digital documents depending on the size of the original version.

### **Standing charge and surcharge**

A standing charge of 30 CHF is invoiced for every order for digital documents that are unavailable online. In addition, the following will be charged:

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|   |  |
|---|--|
| Digital documents (originals to A3 format)  | 10.00 CHF  |
| Special preferences (e.g. a particularly high resolution) are subject to a surcharge of | 100.00 CHF per image                                     |
| Digital copies (PDF, black and white, only from microfilm)                              | 3.00 CHF   |
| Digital copies of large-size and sensitive documents                                    | > According to quote                                     |
| Orders in excess of 30 images   | > According to quote                                     |
| Professional photographs  | > According to quote                                     |
| Duplicate of a microfilm  | > According to quote, at least 75.00 CHF                 |
| Postal dispatch (postage/packaging)   | Switzerland 5.00 CHF / other countries min.<br>10.00 CHF |

### **Term of delivery**

Whenever possible, orders are completed within two weeks and sent electronically.

### **Research**

According to its service obligations the Burgerbibliothek of Berne treats requests from users and advises its visitors in the Reading Room. Any order taking more than one hour of work will be charged 50 CHF per additional 30 minutes.

Complex genealogical and other research, the establishment of source excerpts and of transcriptions are not possible. For services beyond the basic offer of use we can establish contact to professional service-providers.

### **Guided tours**

The Burgerbibliothek of Berne offers group tours and introductions to the work with its documents.

Registration for guided tours needs to be made at least three weeks prior to the event. The number of participants is limited and a contribution to costs may be charged.

### **Entry into force**

The regulations for "Service Offer and Costs for Reproductions, Research and Guided Tours" enter into force on January 1, 2021. They replace the version of June 24, 2016.