



User Rules and Regulations

General organisation

Opening hours The Reading Room is open Tuesday to Friday from 9:00 to 17:00. The Burgerbibliothek of Berne is closed on public holidays.

Advance notification Your visit to our Reading Room is very welcome. [Advance notification](#) by phone or email is especially requested for extensive orders and orders from the "Graphics collection, Photographic Archives and Paintings" section. Advance notification is compulsory for the consultation of manuscripts from the "Bongarsiana / Codices" section.

Registration The first time you visit the reading room, you need to register. When doing so, you will have to present a valid identification card. By signing your registration form, you indicate your agreement to these User Rules and Regulations.

Visitors' book Users are to enter their name in the visitors' book on every day they visit.

Ordering documents Please place your orders via the shopping cart in the Online Archive Catalogue. For orders placed in the Reading Room, a form must be completed. As a rule, only three volumes or one box may be issued to any workplace at the same time.

Lockers Only aids such as paper, pencils, laptops or books that are required for working with archive documents may be taken into the Reading Room. Lockers are at your disposal for any other objects you may have brought with you.

Reading Room Silence is to be observed in the Reading Room. Food, drinks, smoking and the use of phones are not permitted. The instructions given by the Reading Room staff must be followed at all times.

Workplaces	The use of workplaces is restricted for the consultation of the holdings of the Burgerbibliothek of Berne. The workplaces are to be cleared every evening and can only be reserved in connection with the pre-order of documents.
Computer workstation	The computer workstation is to be used exclusively for consulting archive and library catalogues.
Supervision	The Reading Room staff is authorized to control users as they leave the Reading Room.
Access and use	
Use	The collections of the Burgerbibliothek of Berne are to be consulted exclusively in the Reading Room or online. Lending is not possible.
Access	As a principle, access to the collections is unrestricted and free of charge. There may however be legal and contractual restrictions. The cantonal Gesetz über die Archivierung (ArchG) applies for the section "Bürgerliche Archive" (community, societies and guilds). Access to private archives is in accordance with the applicable contract and based on the ArchG. An application for access can be filed for restricted collections. Documents which are not catalogued or at risk from a conservation point of view are not accessible.
Declaration of use	When consulting collections that touch the personal rights of third parties, the Burgerbibliothek of Berne may request an additional Declaration of use pertaining to the upholding of personal rights.
Reference library	The reference library in the Reading Room is freely accessible. The books are to be placed in their original location after use.
Handling of documents	<p>Manuscripts and archive documents are originals. They are unique and irreplaceable. Proper handling procedures help to preserve them:</p> <ul style="list-style-type: none"> – Users are requested to ensure their hands are clean before consulting any document. – Bound documents are to be viewed on the foam wedges provided. Snake weights are to be used to secure the pages.

- The Reading Room staff may request the wearing of gloves or other measures.
- Only pencils are permitted as writing instruments. Adhesive note papers (post-its) are prohibited; likewise inserting notes or other objects to act as bookmarks.
- It is forbidden to write in and on documents (tracing) or to touch illuminations.
- Pages should be turned carefully, and all damage is to be prevented.
- The order of the documents within boxes and folders must not be changed.

Feedback	Please report any damage, defects or missing documents or any evidently incorrectly sorted documents to the Reading Room staff.
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. The use of flash and aids (e.g. tripods) is not permitted.
Liability	Users are liable for any damage to, or loss of, documents and are to pay compensation for any costs or expenses incurred.
<i>Terms of use</i>	
Data protection	Users are obliged to comply with the Bundesgesetz über den Datenschutz .
Right in one's image	Prior to using images of living persons, users are personally responsible for obtaining the agreement of those persons to said use.
Copyright	Users are personally responsible for complying with the Bundesgesetz über das Urheberrecht und verwandte Schutzrechte .
Indication of source	Reference to the use of manuscripts, archives and any other documents and reproductions of the Burgerbibliothek of Berne is to be made in theses and publications by the correct citing of

sources. The recommended minimum citation format is:
Burgerbibliothek of Berne, [reference code as per the Online
Archive Catalogue]

Specimen copy The Burgerbibliothek of Berne is to be given a specimen copy, free of charge and unprompted, of any theses or publications based on its holdings.

Digital reproductions For digital reproductions provided by the Burgerbibliothek of Berne on online platforms, the terms of use indicated there apply. Digital reproductions made available on order by the Burgerbibliothek of Berne may only be used for the agreed purpose and may not be passed on without the written consent of the Burgerbibliothek of Berne.

Metadata The descriptive metadata in the Online Archive Catalogue of the Burgerbibliothek of Berne is licenced under [CC0](#).

Services

Advice The Reading Room staff provides support with research and general information. More in-depth or specialist advice is provided by expert staff by prior arrangement. Services exceeding the basic offer may be referred to professionals.

Reproductions Reproduction orders are regulated by the Service Offer and Costs [leaflet](#).

Final provisions

Sanctions

The Burgerbibliothek of Berne may temporarily turn away any person who infringes the User Rules and Regulations or disobeys the instructions of the Reading Room staff. It may also deny access to specific holdings or to the Burgerbibliothek of Berne in general.

Entry into force

These User Rules and Regulations enter into force on January 1, 2023. They replace the version of June 1, 2022.