

User Rules and Regulations

General organisation

Opening hours	The reading room is open Tuesday to Friday from 9:00 to 17:00. The Burgerbibliothek Bern is closed on public holidays.
Appointment	Your visit to our reading room is very welcome. For the Bongarsiana / Codices and the Graphics Collection, Photographic Archives and Paintings divisions, an appointment is mandatory. Your order via the archives catalogue serves as appointment.
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.
Ordering documents	Please place your orders via the shopping cart in the archives 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 workstation at the same time.
Cloakroom lockers	Only aids such as paper, pencils, laptops or books that are required for working with our 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 phone calls are not permitted. The instructions given by the reading room staff must be followed at all times.
Workstations	The use of workstations is restricted to the consultation of the holdings of the Burgerbibliothek Bern. The workstations 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 archives and library catalogues.
Supervision	The reading room staff is authorized to check users as they leave the reading room.

Access and use

Use	The collections of the Burgerbibliothek Bern 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 <u>Archivierungsgesetz</u> (ArchG) applies for the section Burgerliche Archive (Burgergemeinde, 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.
User declaration	When consulting collections that touch the personal rights of third parties, the Burgerbibliothek Bern may request an additional user declaration 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	Manuscripts and archives are originals. They are unique and irreplaceable. Proper handling procedures help to preserve them: <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 as bookmarks.– It is forbidden to write in and on documents (tracing) or to touch illuminations.– Pages must be turned carefully to prevent damage.– 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 is not permitted, auxiliary equipment (e.g. tripods) is subject to authorisation.

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

Data protection	Users are obliged to comply with the <u>Bundesgesetz über den Datenschutz</u> .
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 <u>Bundesgesetz über das Urheberrecht und verwandte Schutzrechte</u> .
Indication of source	Reference to the use of manuscripts, archives and any other documents and reproductions of the Burgerbibliothek Bern is to be made in theses and publications by the correct citing of sources. The recommended minimum citation format is: Burgerbibliothek Bern, [reference code as per the archives catalogue]
Specimen copy	The Burgerbibliothek Bern is to be given a specimen copy, free of charge and unprompted, of any theses or publications based on its holdings.
Digital copies	For digital copies provided by the Burgerbibliothek Bern on online platforms, the terms of use indicated there apply. Digital copies made available on order by the Burgerbibliothek Bern may only be used for the agreed purpose and may not be passed on without the written consent of the Burgerbibliothek Bern.
Metadata	The descriptive metadata in the archives catalogue of the Burgerbibliothek Bern is licensed under <u>CC0</u> .

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 <u>leaflet</u> .

Final provisions

Sanctions	The Burgerbibliothek Bern 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 Bern in general.
Entry into force	These User Rules and Regulations enter into force on January 1, 2026. They replace the version of January 1, 2025.
