

# INFORMATION LEAFLET

## for the use of old, valuable or other special collection materials in the Special Collection Reading Rooms of the SBB

### Registration

1. Using old, valuable, or other special items in the library's Special Collections requires, in addition to a valid library card, a separate registration in the respective reading room. For registration, users have to present a valid photo identification and have to declare the purpose of their study.

### Requesting special materials

2. Requests for items in the Special Collections can be placed directly in the respective reading room or in advance via email. Items made available in our online catalogues can be ordered by using the "Bestellen" button. Delivery times vary as a result of different storage conditions. Relevant information is available in the respective special reading rooms or on our websites:  
<https://staatsbibliothek-berlin.de/en/about-the-library/departments>
3. Except for online requests, a separate order slip has to be filled out for every item and handed over to the reading room staff.
4. Receipt of the requested materials is documented by the user's signature.
5. In order to protect the collections, the library reserves the right to permanently keep the relevant documents and data related to the consultation of items.



### Conditions of use

6. In the special reading rooms only pencils and portable computers are allowed for writing.
7. It is not allowed to take any beverages (including water in transparent bottles) or food into the special reading rooms.
8. Specific materials can be excluded from use either due to their state of preservation, or for legal or other reasons. In some cases, alternative media formats such as microfilm or digitised items can be made available.
9. Particularly valuable items can only be used at specific study workplaces. Instructions by library staff regarding the use of materials have to be followed.
10. Use of special collection items requires careful handling of the materials. If necessary, suitable aids such as book rests and book weights must be used.
11. The order of sheets must not be changed.
12. It is not permitted to bend open volumes or insert anything into the volumes.
13. It is forbidden to write on the items or use them as desk pad. Tracing and rubbing of watermarks and/or binding stamps is only permitted with prior approval.
14. For every user only a limited number of items is made available for simultaneous use at the study space. The number depends on the type of object and the respective special reading room.
15. Items will be recorded as "returned" when they are returned completely and without any damage.
16. The general regulations of the Conditions of Use of the Staatsbibliothek zu Berlin – Preußischer Kulturbesitz apply and, according to § 5 No. 1, are amended by the following rules:

## Reproductions and Publications

17. The possibility to make reproductions depends on the status of copyright and personal rights as well as the items' state of preservation.
18. Reproduction requests can be placed in the respective special reading rooms. Current charges and fees of the Staatsbibliothek apply.
19. Photography by using a personal device is only permitted with prior consent and is exclusively for personal use. It is not permitted to use a flash or a tripod.
20. Users are responsible for complying with copyright and personality rights regarding single items.
21. Citing items has to include complete shelfmarks and ownership: "Staatsbibliothek zu Berlin – Preußischer Kulturbesitz, [respective department], [shelfmark]".
22. The special departments ask users to provide copies or offprints of all publications dealing with their collection items. This is useful for the department's ongoing documentation and it is helpful for other readers. Should it not be possible to provide the publication itself, users are asked to provide the bibliographic details of the publication.