

Special conditions of use for the map reading rooms

Besides the general conditions of use of the State Library Berlin - Prussian Cultural Heritage (cf. "Benutzungsordnung" dated 1 July 2005, §14), the following special conditions apply in the map reading rooms:

1. When readers request items from the collections or consult digital media they are asked to leave their **library card** at the information desk.
2. Every library user is asked to sign the **visitors' book** at the information desk (for statistical reasons, etc.)
3. **User places** in the map reading room are primarily intended to be used by readers who work with map department materials. Readers may have to work at tables designated by staff. If there is a shortage of reader places, map department staff may request readers using material from other collections to leave the map reading room immediately.
4. A maximum of **10 sheets/volumes/items** are issued to a reader at one time. A maximum of 20 sheets of the same map series are issued. A user may order up to 20 items per day. Items ordered after 16.00 will be issued the next day.
5. When readers order atlases, books with maps or illustrations, rare items and globes published before **1850**, only two items can be issued at one time. Readers consulting these items can do so at the designated work places. It is possible to make a reservation at the information desk in the reading room.
6. Only the use of **pencils** is allowed in the map reading rooms.
7. Holdings of the map department can only be consulted in the **map reading rooms**. (Exception: Books - no atlases - published after 1950 may be taken into the general reading rooms. Please ask staff at the information desk).
8. **Reproductions** of items from the collections of the map department can only be made after consultation with the staff at the information desk. Detailed information regarding the special regulations is available at the map information desk.

Wolfgang Crom

Director of the map department

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