

User Guide

The Gotha Research Library. Library for the History of Culture and Knowledge in the Early Modern and Modern Era

Welcome to the [Gotha Research Library of the University of Erfurt](#) at the Friedenstein Palace. The research library is one of the most prominent historical libraries in the Federal Republic of Germany with outstanding collections pertinent to cultural history in the Early Modern and Modern Era. Emerging from the universal collections of the ducal house of Saxe-Gotha-Altenburg, the library collects, preserves, catalogues and makes its sources, forming a part of European cultural heritage, readily available.

The Gotha Research Library now holds a unique collection encompassing about 700,000 [printed works](#), including around 350,000 prints from the 16th to the 19th century. Additionally, there are approximately 11,500 [manuscript volumes](#) that form a significant collection of manuscripts, autographs and literary estates largely pertaining to the [cultural history of Protestantism in the Early Modern Period](#). The collection of about 3,500 [oriental manuscripts](#) is one of the largest of its kind in the Federal Republic. The library also preserves a collection of [emigrant letters](#) from German immigrants in America.

The Research Library is complemented by the medieval [Bibliotheca Amploniana](#) preserved at the [Erfurt University Library](#).

In addition to the modern research literature in Gotha, users have access to 1,000,000 other volumes at the [Erfurt University Library](#).

I. Information on Library Loans

Becoming a user at the Gotha Research Library

The library offers free access to researchers, historians, scholars, and the general public. Before you can use the library's stock, you must register at the general information and circulation desk of the Research Library Gotha or the Erfurt University Library. For registration you will need:

- [Registration form](#)
- students of the University of Erfurt and scholarship holders: ID card or passport and student identity card ([thoska](#)).
- staff of the University of Erfurt: ID card or passport, [thoska](#) if needed.
- all other persons: ID card or passport with proof of address resp. residence;
- minors need a declaration of consent of their legal representatives (available [online](#) – only in German – or at the circulation desk).

You will receive a free library card, which is also valid for the Erfurt University Library. The [online catalogue](#) offers access to your user account. Here you will find all essential information about your account (user data, loans, renewal option, reservation, fees due).

For more information about your user account, visit the [homepage](#) of the library.

Ordering Media

The Gotha Research Library possesses a reading area with reference stock and closed stacks. Most of the lendable items with publication year after 1921 can be requested in the [online catalogue](#). Old prints and other non-lendable stocks are lent to the special reading room and can be received there at the reference desk. Some of the historical stock must be researched via [handwritten and printed catalogues](#). To order from these catalogues you have to fill out an order form and render it to the circulation desk.

The printed collections stored in the stacks at the Friedenstein Palace are made available at the circulation desk or in the special reading room at 9.30 a.m., 1.30 p.m. and 3.30 p.m. during opening hours. Please pick up your requested books at the circulation desk within 7 days, as they will only be held for this time period.

The holdings located in the external magazine and modern literature from the [University Library](#) of Erfurt are made available within three to four working days.

Inter-library loan is initiated via the [Union Catalogue](#) (GVK) and costs 1,50 € per item. Furthermore, you need a special account for [inter-library loan](#) which you can set up at the circulation desk.

Catalogues

Readers can search the libraries through different catalogues, which are accessible via the homepage:

GOTHA.digital	objects, collections and services from the Gotha Research Library, the Research Centre for Transcultural Studies / Perthes Collection, the Gotha Research Centre, the Friedenstein Gotha Castle Foundation and the Thuringian State Archives – Gotha State Archives
Online-Catalogue	books, journals, electronic documents and most of the older prints
Discovery	books, journals, electronic documents and most of the older prints
Manuscripta Mediaevalia, Handschriftenzensus	medieval manuscripts
Kalliope	manuscripts, autographs, literary estates
oriental manuscripts	oriental manuscripts
RISM	music materials, search with library code (RISM Library Sigla) D-GOL
IKAR – Database of old maps. Online-Catalogue	maps

For historical stock that has not yet been catalogued online, please use our [handwritten and printed catalogues](#). You will find more information on our [homepage](#).

Lending Period

The [lending period](#) is generally 28 days. You have the possibility to extend the loan twice if the item is not reserved and the end of the lending period has not been exceeded.

You can renew books online in your [user account](#), by phone (0361 / 737-5540) or by e-mail (bibliothek.gotha@uni-erfurt.de). If you need media for more than two renewals, please present them at the circulation desk for re-lending.

Reserving Books

Please be advised that reservations for borrowed media can be made via the [online catalogue](#). If your e-mail address is available, you will receive an e-mail notification when the book is ready for you. All other users will be charged a fee equivalent to the postage costs and will be notified by post.

Reminder

Before the end of the lending period, you will be reminded of the return date for the borrowed items via e-mail. Remember to renew these items on time, otherwise an **overdue fine (1,50 € per item) for the first day of delay** will be due. A second (additional 2,50 € per item) and a third fine (an additional 4,00 € per item) will be charged after a period of 10 days each.

Loss of Media or Library Card

Please contact the circulation desk immediately if you have lost a borrowed book, your library card or your [thoska](#).

II. Work Areas at Gotha Research Library

Reading Area

The reference literature in the reading area, shelved by classification, is freely accessible and can only be used at the workplaces of the library. For your research, 5 terminals with Internet access are available. All of them provide the extensive range of services of the library such as the library catalogues, the database information system [DBIS](#), e-journals via [EZB](#), [e-books](#) or the [Digital Historical Library Erfurt/Gotha](#). Further-more, you can work with the microform readers and the reader-printer.

Special Reading Room

Manuscripts, archives, old prints and other valuable collections can be used in the special reading room. Please note that particularly valuable or delicate objects requiring special conservation. Parchment and oriental manuscripts are generally only allowed to be used in the form of microfilms or other reproductions. We appreciate your understanding that in the special reading room it is only allowed to work with pencil and notebook for conservational reasons. For further details please consult our flyer "[Guidelines for using the historical book collection](#)".

Please register for the use of manuscripts at least one working day before your visit at bibliothek.gotha@uni-erfurt.de.

„Herzog-Ernst-Kabinett“ and Hall of Mirrors

The “Herzog-Ernst-Kabinett” can be used for workshops and meetings. It is situated on the second floor of the research library and offers seating for 30 people. A beamer, an overhead projector, a screen, notebooks, as well as an internet connection are available for your use. Other rentable rooms are the Hall of Mirrors of the Gotha Research Library with the same technical equipment, seating up to 120 people.

If you would like to reserve a room, send an e-mail to bibliothek.gotha@uni-erfurt.de. Please inform us if you would like to work with historical stocks here.

The Use of Private Notebooks

You can work with your own notebook or other mobile devices at any of the workplaces in the reading area. These are equipped with Wi-Fi. To use this, you need an [EDUROAM Client](#).

Alternatively, you can use the supplied LAN ports; additional LAN cables can be borrowed from the circulation desk. Visiting scholars outside the eduroam network can request a [guest account](#) at the University Data and Media Centre (rz@uni-erfurt.de).

Printing, Scanning, Copying

In the reading area of the Gotha Research Library, you can reproduce books and other documents from the year of publication 1851 onwards that do not pose a conservation risk. A multifunctional device, a book scanner and two microform scanners are available for this purpose.

Please observe the legal provisions of copyright law. Detailed information on the operation and any costs incurred can be found on the [homepage](#) of the Research Library.

Photographs of historical holdings

The Research Library allows its users to photograph their holdings independently and at no cost in the special reading room area. Further details can be found in the flyer “[Use of the historical book and other valuable materials](#)”.

Having Copies or Scans Made

Historical Collections

Reproductions of historical collections (manuscripts, books published prior to 1851 and the stocks of the [Perthes Collection](#)) can only be made in the Photo-, Reproduction- and Digitalization Centre of the Research Library. Regarding this matter, please consult the staff at the counter in the special reading room.

Modern Collections

We offer registered library users the opportunity to copy pages from books and journals. Please use the [reproduction form](#) for your order. Please note that we are only allowed to make copies from our own holdings and that reproductions may only be made for your personal use.

III. Hygiene measures when handling historical stocks

Please observe the usual hygiene measures when handling historical stocks. Please avoid stirring up dust and pay particular attention to good hand hygiene. Please clean your hands carefully before and after use. Avoid contact of hands with eyes, mouth and nose during use and minimize direct skin contact.

IV. Introduction, Tours, Lectures and Conferences

Introduction to the Use of the Library

The Research Library offers all users an introduction to the use of the library, to the inventory with the specifics of its classification system as well as to the catalogues (including the [online catalogue](#)) and databases. You are welcome to combine the introduction with a guided tour through the historical rooms. For scheduling a date, please contact the circulation desk or send an e-mail request to bibliothek.gotha@uni-erfurt.de.

Tours

Public tours through the historical rooms of the library are offered by request to bibliothek.gotha@uni-erfurt.de.

Public tours through the Perthes Collection are offered by request to sammlungperthes.fb@uni-erfurt.de.

Lectures, Conferences and Presentations

The [Gotha Research Library](#), the [Gotha Research Centre](#) of the University of Erfurt and the [Friends of the Gotha Research Library e.V.](#) regularly offer exhibitions, conferences, lecture evenings, colloquia and events to which you are cordially invited. For current events refer to the relevant notices and flyers in the entrance foyer of the library, the [homepage](#) with news and [event calendar](#).

V. Questions, Suggestions, Wishes

Do you have any questions?

We are pleased to assist you with any queries you may have. For general enquiries, please contact the circulation desk. For subject-specific questions, please contact the staff in the special reading room or the academic librarians.

The relevant [contacts](#) can be found on the library's homepage.

Contact

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