

Use of historical books

Leaflet for the use of historical books and other valuable materials of the Gotha Research Library of the University of Erfurt

Welcome to the Gotha Research Library of the University of Erfurt. In order to facilitate your use of our holdings and your scholarly research, please note the following information for the use of the historical collections, including manuscripts, literary estates, autographs, archival documents, old prints and maps as well as other valuable materials:

1. The User Regulations of the Gotha Research Library of the University of Erfurt from February 28, 2018, and the respective fee regulations in connection with the price list for scanning and reproduction services of the library apply.
2. For conservation reasons, we request that you notify us at least one working day in advance in order to use manuscripts, literary estates, autographs and archival documents. When using these holdings, we request that you apply for approval by filling out a special form in accordance with § 6, no. 2 of the Library Regulations, stating the purpose of use and the holdings you wish to consult. In some cases, a written recommendation (e.g. from an academic teacher) may be required. The use of items is recorded each time in forms provided for this purpose.
3. The holdings are to be used in the special reading rooms of the library at the Friedenstein Palace or at the Perthes Forum.
4. The use of certain holdings may be restricted for conservation or legal reasons. In some cases reproductions must be used in accordance with §16, no. 4 of the Library Regulations.
5. A limited number of items (1 fascicle of a literary estate, 1 manuscript volume) is issued to one person at one time for use at the worktables in the special reading room. We request that you check the content and length upon issue and, if necessary, immediately report any damage or missing pages to the desk.
6. We request that you treat our historical holdings carefully and keep the papers in their sorted order. In addition, we request that you:
 - do not use ink, felt-tip or ballpoint pens. Our librarians will gladly lend you a pencil.
 - do not touch the book decoration or make any copies (cover rubbings, watermarks).
7. When you leave your workplace for a longer period of time and when the special reading room closes, please return all objects that you have used to the information desk. The objects can be checked in the presence of the user each time they are handed out and return.
8. After registering with a special form (see appendix) you are allowed to make reproductions in the special reading rooms with your own devices (smartphones, tablets or digital cameras) for personal, scholarly purposes. Please note that these images must be made without any noise, contact or flash, without endangering the originals and in compliance with data protection and copyright regulations.
9. Upon request, the library can either make reproductions on the basis of objects and images from its own holdings and those made available by other libraries or have them made. The orderer shall be charged with the costs arising in accordance with the appropriate schedule of fees in connection with the library's price list for scanning and reproduction services. When ordering reproductions, please use the forms provided. Orders can be submitted at the information desk and are subject to an examination with respect to conservation and legal concerns. The library reserves the right to make digital images, produced upon the user's request, freely accessible in the Digital Historical Library Erfurt/Gotha or other online platforms at a later date.

10. If the library makes reproductions on behalf of the user, the rights arising therefrom remain with the library.
11. Please note that you bear the responsibility for safeguarding existing copyrights, personal rights and other rights of third parties. Reproductions may not be duplicated, passed on or publicly presented without the library's consent.
12. If the library makes reproductions on behalf of the user, the rights arising therefrom remain with the library.
13. Furthermore, we would like to point out that according to § 16, no. 5 of the Library Regulations, approval to use our holdings does not automatically include the right of publication. Publication requires special written permission in advance. Permission for commercial use is subject to a fee in accordance with the fee schedule.

Citation

Please cite in your publications the holdings you have used by providing their complete shelfmarks and the name of our library as follows: "Forschungsbibliothek Gotha der Universität Erfurt".

Examples of citation forms:

Forschungsbibliothek Gotha der Universität Erfurt,
Cant.spir 8° 157
Chart. A 112, Bl. 23r-25v
Hist 2° 312/6 (1)
Memb. I 224
Mon.typ 1459 2° 1
Ms. orient. A 111
SPA 2° 19
SPA ARCH PGM 039
SPB 2° 1010.36
SPK 40.18 B-01

Multiple citations

Recommended abbreviation for multiple citations: FB Gotha

Citation of holdings available online

The persistent link and license information (CC BY- SA 4.0) must be added for holdings available online.

Example:

Forschungsbibliothek Gotha der Universität Erfurt, Chart. B 24 <<http://nbnresolving.de/urn:nbn:de:urmel-ba80f695-5227401d-91cf-21ac1aff09ff4>> (CC BY-SA 4.0).

Do you have any questions? We will be happy to assist you:

Universität Erfurt
Forschungsbibliothek Gotha
Schlossplatz 1
Schloss Friedenstein
99867 Gotha

<http://www.uni-erfurt.de/bibliothek/fb/>
bibliothek.gotha@uni-erfurt.de
Tel.: +49 (0)361 737-5540

Opening hours Gotha Research Library

monday – friday 09:00 a.m. – 06:00 p.m.

Service Times of Special Reading Room Perthes-Forum

monday – friday 09:00 a.m. – 03:00 p.m.

On public holidays as well as between Christmas and New Year, the library is closed..

Photographs and scans of microfilms of historical holdings in the Gotha Research Library

The Gotha Research Library allows its users to take their own photographs of holdings in the reading area at no cost. Images can be made with one's own devices (smartphones, tablets or digital cameras) according to § 8 of the leaflet for the use of historical books for personal, scholarly purposes. Scans of microfilms of manuscript holdings can be made at no cost by using the library's microfilm scanner.

Historical holdings including those of the Perthes Collection and the Emigrant Letter Collection can be photographed in the special reading rooms (Friedenstein Palace, Perthes Forum) and microforms scanned after registering with this form.

Please check in advance whether the holdings are already available online.

§1

The Gotha Research Library of the University of Erfurt allows

Last name, first name:..... user number:.....

for scholarly purposes

- photographic shots
- scans of microfilms.

§2

When taking photographs, the following terms of use are to be observed:

1. For each object, registration is necessary at the information desk in the special reading rooms.
2. Shots of the ob objects may only be taken in the reading situation (on book supports). Constructions that serve the purpose of obtaining a better photograph are not permitted.
3. Photographs are to be taken without the use of a tripod, flash or camera light, without any noise and without disturbing other users.
4. The holdings are to be handled with care. The user is liable for the loss or damage of holdings and other inventory in accordance with the legal regulations.
5. Excluded from the photo permission are holdings that for conservation reasons do not allow for the making of reproductions.

§3

The following additional terms of use apply to scanning microforms of manuscript holdings:

1. The user does not acquire any rights to his/her own reproductions beyond personal use for scholarly purposes. Publishing, passing on or duplication one's own reproductions for commercial purposes is not permitted. For this purpose, the library must be requested to make the reproductions. The library ist not liable for claims by third parties arising from copyright infringement. The user ist liable for copyright or data protection misuse.

2. The holdings are to be cited by providing their complete shelfmarks and the name of the library owning them:
Forschungsbibliothek Gotha der Universität Erfurt, [shelfmark].

§4

Images will be made of the following objects:

Date	Shelfmark	self-taken photos	scan of film	approval

Privacy policy

I have read and understood the annex explaining how my data will be processed (as per Article 13 and 14 GDPR).

Gotha, _____

Signature