

## Guidelines for using the historical book collection

Annex to the Gotha Research library's usage regulations from 20/02/2019.

To facilitate your use of our resources and your academic work, please follow the guidelines below when using our historical book collections.

For some of our holdings, special usage conditions apply due to their materiality, age, rarity, or conservation status. Therefore, the following stocks will only be presented in the special reading rooms of the library at the Friedenstein Castle or the Perthes Collection:

- ☐ Manuscripts
- ☐ Autographs
- ☐ Archival documents
- ☐ Rare books
- ☐ Incunabula
- ☐ Antique maps
- ☐ Other valuable materials

To use these collections, kindly fill out the “Application for the Use of Manuscripts and Special Collections” and indicate your research intentions. In some cases, a written reference (such as one from a university professor) may be requested.

The requested items will be given to you for use individually according to their size and condition. You will only receive a limited number of items at the same time (1 folder of archival material, 1 manuscript volume). We will provide you with handwritten documents and particularly rare and valuable prints individually.

Please handle all borrowed items with care. Only open tightly bound books as far as this is possible without exerting force. Please use book rests and reading aids to help preserve historical materials.

Please use only pencils or laptops for your notes. It is not permitted to trace any originals. Please use only the designated paper strips as bookmarks. Pencils and bookmarks, as well as other aids, can be obtained from our information desk.

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 minimise direct skin contact.

Please return all items used to the information desk when leaving your workspace for an extended period of time or upon completion of your work. Please wait until the inspection of the items is complete.

In the special reading rooms, you may use your own devices (smartphones, tablets, and digital cameras) to create reproductions for personal or academic purposes. Please note that you must do this without making any noise, touching the originals, using flash photography, or endangering the original materials in any way. You bear the responsibility for observing existing copy, personal, and other third-party rights.

Please speak with the person at the information desk for reproduction inquiries.

Permission to use and replicate or reproduce items does not automatically include the right to publish them. Publication of copyrighted works requires a separate authorization, typically granted by the copyright owner.

When referring to objects from the Research Library's collections in publications, please include their complete self mark:

### **Examples of citing formats**

Gotha Research Library of the University of 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 40.16.b A (1,1)

SPK 547\$112618618

### **Repeated citing**

Recommended abbreviation for repeated citation: FB Gotha

### **For resources available online**

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*Do you have any questions? We would be happy to advise you.*

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