The Gotha Research Library

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. The staff at the information desk will gladly give you advice on the catalogues and databases available and on the use of technical devices.

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 shelf-marks 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:

Contact
Universität Erfurt
Forschungsbibliothek Gotha
Schlossplatz 1
Schloss Friedenstein
99867 Gotha

https://www.uni-erfurt.de/index.php?id=12489&L=1
bibliothek.gotha@uni-erfurt.de
Tel.: +49 (0)361 737-5540

Opening Hours
Monday – Friday 9:00 a.m. – 6:00 p.m.
Saturday 9:00 a.m. – 1:00 p.m.

Service Times of Reception Desk and Special Reading Room
Monday – Friday 9:00 a.m. – 6:00 p.m

Service Times of Special Reading Room Perthes-Forum
Monday – Friday 9:00 a.m. – 3:00 p.m

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

Updated: February 2020