



# The Gotha Research Library. User Guide

University of Erfurt  
Research Library Gotha

TEL +49(0)361 | 737-5540  
bibliothek.gotha@uni-erfurt.de

## 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 Friedenstern 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 16<sup>th</sup> to the 19<sup>th</sup> 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](#). Since 2003 the library holds the [historical collections of the Publishing House Justus Perthes Gotha](#), one of the major European geographic and cartographic special collections, containing 185,000 maps, 800 metres of archival material and a publishing house library.

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:

- 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 or at the issue 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 1851 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 issue desk. All ordered stocks will be delivered every hour during opening times. Orders before 4:30 p.m. can be picked up on the same day; items ordered after that will be available on the next opening day at 10:00 a.m.

Please pick up your requested books at the issue desk within 7 days, as they will only be held for this time period.

Printed Holdings from the [Perthes Collection](#) and modern literature from the Erfurt [University Library](#) are available within 3 working days at the issue desk resp. at the reference desk in the special reading room.

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 issue desk.

### Catalogues

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

<a href="#">Online Catalogue</a>	Books, journals, electronic documents and most of the older prints
<a href="#">Manuscripta Mediaevalia, Handschriftencensus</a>	Medieval manuscripts
<a href="#">HANS, Kalliope</a>	Manuscripts, autographs, literary estates
<a href="#">RISM</a>	Music materials, search with library code (RISM Library Sigla) D-GOL
<a href="#">IKAR-Altkartendatenbank, Online Catalogue</a>	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](mailto:bibliothek.gotha@uni-erfurt.de)).

Please return items that you no longer need to the issue desk for other users. In the special reading room, you can determine the duration of the loan with the library staff according to your requirements.

### Reminder

Two days 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. More information about fees can be found [online](#), in the available flyers or by asking the library staff.

### Reserving Books

If an item is on loan you can reserve it free of charge through your [user account](#) in the online catalogue. As soon as the reserved item is available, it will appear in your account under "loans". In addition, students and staff of the University of Erfurt are notified by e-mail. External users who have left an e-mail address with the library are also notified free of charge. In all other cases, reservation fees are charged (postage) and the user is notified by letter.

### Returning Books

Books can be returned to the Gotha Research Library as well as to the Erfurt University Library during the opening times. Returning items by post is also possible. In such a case, the arrival date will be regarded as the date of return.

### Loss of Media or Library Card

Please contact the issue 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](#). Furthermore, 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 at a total of eight working places. Please note that particularly valuable or delicate objects requiring special conservation like parchment or 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 "Use of the historical book and other valuable materials".

The special reading room is open Monday through Friday, 9:00 a.m. to 6:00 p.m. The special reading room for the [Perthes Collection](#) is open Monday through Friday, 9:00 a.m. to 3:00 p.m. Manuscripts will only be issued individually; please register for the use of manuscripts one day in advance.

### "Herzog-Ernst-Kabinett", Hall of Mirrors and the Ancestral Hall at the Perthes-Forum Gotha

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 and the Ancestral Hall at the Perthes-Forum Gotha.

If you would like to reserve a room, send an e-mail to [bibliothek.gotha@uni-erfurt.de](mailto: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 issue desk. Visiting scholars outside the eduroam network can request a guest account at the University Data and Media Centre ([rz@uni-erfurt.de](mailto:rz@uni-erfurt.de)).

### Printing, Scanning, Copying

At the research library a multi-function device, a book-friendly scanner and a Microform scanner are available. The multifunction device can be used for copying, printing, scanning and printing from a USB stick. All external library users are only allowed to print from a USB stick.

The fees are as follows:

- Copies and printouts per page size A4  
0.04 € black/white or 0.20 € colour
- Scanning of documents is free of charge.

Copy-cards cost 10 €, of which 5 € is credit for copying. They can be received during the opening times at the cafeteria of the University of Erfurt. We appreciate your understanding that the costs for misprints caused by the user must be paid for, unless they are due to technical problems.

Students from other Thuringian universities can use their thoska as a copy-card if they have activated the payment function and have a sufficient balance. Please contact the issue desk if you do not have a copy-card or thoska.

### Photographs of historical holdings

The Research Library enables 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) cannot be made with a copier for conservational reasons. These 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. For reproduction orders of manuscripts, use the special order form available [online](#) or at the counter in the special reading room.

#### **Modern Collections:**

You are welcome to use the copying facilities. You also have the possibility of having copies from books



and journals (from the publication year of 1851 onwards) of the Gotha Research Library. You can fill out the order form [online](#) or obtain one at the general information and issue desk. The copies can be picked up there after 3 to 6 days.

For the [Cost Index for Scanning and Reproduction Services](#) refer to the homepage. All fees are in accordance with the ["Thuringia Administrative Cost Regulation for University Libraries"](#).

### III. 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 premises. For scheduling a date, please contact the issue desk or send an e-mail request to [bibliothek.gotha@uni-erfurt.de](mailto:bibliothek.gotha@uni-erfurt.de).

#### Tours

[Public tours through the historical premises of the library](#) are offered by request to [bibliothek.gotha@uni-erfurt.de](mailto:bibliothek.gotha@uni-erfurt.de). You are welcome to arrange an individual tour through the Perthes Collection in the Perthes Forum by sending an e-mail request to [sammlungperthes.fb@uni-erfurt.de](mailto: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 such as the [Gotha Map Weeks](#) and the ["Perthes Discussion Rounds"](#) 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](#) or the shared Blog of the Gotha Research Centre and Gotha Research Library ["Research in Gotha"](#). You can also subscribe to the newsletter.

#### Questions, Suggestions, Wishes

We are happy to help you with [information and personal consultations](#). For general queries, please contact the general information and issue desk where our staff can advise you. They can also help you regarding special questions about search options, the stocks, catalogues and electronic information resources. If you should make any important findings during the course of your research with reference to our cataloguing and indexing projects, please inform us. With your feedback you help us to improve our work.

We gladly accept your [book acquisition suggestions](#). Furthermore, if you have any suggestions, wishes or other concerns, please inform us – we will see to them.

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

#### Address

Universität Erfurt  
Forschungsbibliothek Gotha  
Schlossplatz 1  
Schloss Friedenstein  
99867 Gotha, Germany

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

#### Opening Hours

Monday – Friday	9:00 a.m. – 8:00 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.
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#### Service Times of Special Reading Room Perthes-Forum

Monday – Friday	9:00 a.m. – 3:00 p.m. (from 01.09.2018)
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On public holidays as well as between Christmas and New Year, the library is closed.