Thüringer Universitäts- und Landesbibliothek Jena

Historische Sammlungen

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Eine Einrichtung der:
FRIEDRICH-SCHILLER-
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Leaflet for the use of valuable materials of ThULB Jena

With reference to the library regulations (*Benutzungsordnung*) of ThULB Jena and the *Thüringer Datenschutzgesetz* in its current valid version, the following regulations apply to the use of valuable materials of ThULB:

1. The materials are subject to the following general conditions of use:

- Use is restricted to the premises of ThULB's Special Reading Room (*Sonderlesesaal*) located at Bibliotheksplatz 2, basement floor during service hours.
- In case of conservation concerns, use may be restricted or not granted entirely.
- Every use must be documented in writing using the forms handed out by staff.
- Materials requiring special protection (e.g. cimelia, objects in a state of endangered preservation or personal papers of younger date) may only be used after prior written notification and proof of a scientifically justified research interest.
  If necessary, an identity card, passport, other photo identification or a written reference may be required.
- Depending on the format, only up to a maximum of five volumes per person at a time, only one box of personal papers and only one volume of cimelia at a time will be issued to the workspace.
  Exceptions might be granted after consultation. In case damages or missing parts will be spotted during use, these have to be brought to the attention of the library staff immediately.
- If the user leaves the workspace for a longer period of time or if the special reading room is about to close, materials must be returned intact and entirely to the staff of the reading room.
  The staff may be required to check items for completeness and integrity when they are issued or returned.

2. The use of personal papers of younger date may be subject to restrictions:

Documents of third parties who are alive can only be presented for consultation if the persons concerned agree to it; the user themselves must obtain the corresponding written permission.

Due to legally stipulated protection periods, private law requirements of legal successors or for other compelling reasons (e.g. material relevant under criminal law), the use of the concerned material may be declined. The user themsselves bears full responsibility for the protection of all personal rights, copyrights and exploitation rights that may exist in personal papers or parts of them, especially in the case of publication projects.

3. The objects issued shall be handled with particular care and consideration. In particular, the following must be regarded:

- The use of ink, felt-tip pens and ballpoint pens is prohibited. Pencils can be borrowed from the reading room staff.
- Writing in and on the objects, touching the writing space and book decorations as well as calking (rubbing through bindings, watermarks) is strictly prohibited.
- Bound materials may only be used with the utmost care when opening and turning pages. The forcible opening of tight bindings and the insertion of slips of paper or other objects is prohibited. If necessary, the reading room staff will provide aids such as foam pads, lead weights and acid-free paper strips. Cimelia may only be used on the tables directly next to the reading room desk.
- The order of individual sheets, even if it appears incorrect, may not be changed.
- The individual photographing of materials with a mobile phone or similar devices is allowed in principle, provided that the objects are treated with the greatest care and photographed without flash.

4. Fees and expenses

In accordance with the *Thüringer Allgemeine Verwaltungskostenordnung* as well as the *Thüringer Verwaltungskostengesetz* in their current valid version, fees and expenses may be charged for reproductions from the holdings of ThULB.