

Special Collections Application Form

Please complete the form in full, please print

Applicant

Family name, first name:

Nationality: Date of Birth: Place of Birth:

Home / permanent address, postcode, country:

.....

Temporary address in Würzburg (if applicable):

Telephone / FAX / EMail:

Profession / occupation:

Proof of identity by passport / ID Card No.: date issued: at:.....

Requested item(s), shelfmark(s):

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Research Project

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Recommendation by (e.g. Ph.D. adviser, head of a scientific workgroup/team):

.....

Publication envisaged? (Monograph, journal article? Prospective year of publication?):

.....

If not so, will your research results be available at an institution, a library or archives? YES / NO

Name of the institution (if applicable)

I engage myself to observe the Regulations for Using Special Collection Items of Wuerzburg University Library (cf. overleaf) which specify the provisions of the General Regulations for the Use of the Bavarian State Libraries (ABOB, Bavarian Law Collection 2240-3-K, §§ 24, 25).

I hereby certify that I will use the internet access in Wuerzburg University Library for scientific purposes only. I agree to recording and storing my data (name, address) within the scope of German and Bavarian data security legislation.

.....
Place, Date

.....
Signature

The Head of the Departement of Manuscripts and Early Printed Collections:
Admission granted / denied.

.....
Date, Signature



Regulations for Using Special Collection Items

Special Collections

Due to reasons of conservation and preservation, legal or other provisions, certain holdings and irreplaceable unique items are subject to restrictions of use. We apologise for any inconvenience and ask for your patience and cooperation.

Special holdings are papyri, manuscripts, materials from private archives and literary estates, incunabula, rare and very valuable books, original graphic art, historical maps and plans, items from the collection of fine bindings and exlibris.

Basis of the below-stated regulations are the General Regulations for the Use of the Bavarian State Libraries (ABOB, Bavarian Law Collection 2240-3-K, §§ 9, 24, 25).

Admission Workplace Ordering

For admission is required a valid personal identity document with a photograph and a written application (see overleaf). Special collection items can be consulted exclusively in the Special Collections Reading Room (Central Library, Am Hubland, 3rd floor) which is video-controlled. Users will have to enter their names and their signature in the User's Book at the entrance where the materials used are also recorded.

For ordering items from the manuscripts' strong room a separate form must be submitted for every item. Please find the order forms at the reading room desk.

Using originals is reserved to scientific purposes only. In exceptional cases, conservational constraints might oblige the library to exclude single items from use or to present reproductions in the place of originals. For work on items which are copyright-protected or relevant because of archival or personal privacy rights (for instance literary estates), the user will have to present an authorisation from the holder of rights. Please take into account that there can be delays especially for making available manuscripts from the strong room, large-size volumes, volumes of plates and graphic art, archival sources and literary estates.

Special desks may be assigned. As a rule, one item only is issued to a particular reader at the same time and may not be passed to another reader. If you like to use several items at the same time (e.g. for comparison), please report to the reading room desk or indicate this right away together with your order.

Pencils only have to be used for your personal notes. Using electronic devices is subject to authorisation. Work with portable computers (laptops etc.) is allowed, provided that other users are not disturbed.

Handling Special Collection Items

Please note that you have access to valuable cultural heritage of frequently unique character. The items issued to you will therefore have to be handled with a maximum of attention and care. When in doubt, please do not hesitate to address our skilled staff. We shall be glad to assist you. Please respect especially:

- Parts of text and illuminations in manuscripts or pieces of graphic art must not be touched
- The existing arrangement of single pages as well as the foliation of manuscripts must not be changed, even if it appears to be incorrect
- Without prior consultation of the staff it is generally not admissible to bend open tightly bound books, to put slips of paper or other objects in or on the materials, to trace or to rub through stamps of a binding.
- When using especially valuable items cotton gloves will have to be worn (available at the reading room desk)
- Items in a poor state of conservation, volumes with cracked or damaged bindings, big and very heavy books will have to be protected and weight-relieved by using bookrests or foam-material wedges (available at the reading room desk).

Please report without delay to the supervisory staff any book damage or missing parts.

Whenever you leave your desk, discontinue your work or when the reading room is closed, please return the material to the supervisory staff. Especially when using very valuable and illustrated media, please take into account that their completeness and intactness can be checked in your presence to your discharge.

Copies, Scans, Photographs

Photography in the reading room is not allowed. Readers may request copies, scans or other reproductions of special collection items from the library's reproduction services. Please note that for reasons of conservation and preservation or on account of legal restrictions not all forms of reproduction are possible and that certain media cannot be reproduced at all, as the case may be. For your order please use our order form for reproductions which is available at the reading room desk or can be downloaded from our homepage.

Publications

In publications will have to be quoted the collection items used with their complete shelfmarks and proof of origin („Universitätsbibliothek Würzburg“). Reproductions may be exclusively used for private study or the purpose authorised. Any further utilisation (such as digitisation, incorporation into data processing systems, transmission to a third party) will be inadmissible. The user himself will be responsible for safeguarding all personality rights, ownership rights and copyrights. Whenever pictures of collection items are to be published, the approval of Wuerzburg University Library will have to be procured, prior to publication.

Publications by publishing houses, for commercial purposes or reproductions in bigger quantities will require a separate contractual arrangement and entail the payment of reproduction fees. For their calculation more detailed information about the envisaged publication is needed (e.g. quality and number of the requested images, name and address of the publisher, proposed print run, proposed price of the publication).

In the interest of our holdings' documentation and in the view to furnish information to other users, specimen copies of all publications on our special collection items are to be left to us free-of-charge, as stipulated in § 25 of the General Regulations for the Use of the Bavarian State Libraries. Besides, we are always grateful for your reference to relevant secondary literature on our collection objects.