

Reading Room Regulations

valid as of 09.03.2020

On October 1, 2019 and in accordance with Section 110 (3) of the *Bremisches Hochschulgesetz* (BremHG) of May 9, 2007 (Brem.GBl. p. 339), as last amended by Article 1 of the Act on March 5, 2019 (Brem.GBl. p. 71) and pursuant to Section 9 (1) of the Regulations Governing the Use of the *Universitätsarchiv Bremen* (hereinafter: University Archives) in conjunction with Section 8 (1) BremHG, the President of the University of Bremen approved the following Reading Room Rules as adopted on September 26, 2020 by the Academic Senate of the University of Bremen:

I. Request for items

1. A written application for use must be submitted for each research project.
2. With the application, the applicant undertakes to comply with the Reading Room Regulations listed below.
3. Permission to use the reading room may also be granted subject to additional conditions and requirements.

II. Behaviour in the reading room

1. Persons permitted to use the reading room may only spend time in the reading room and on the corridor. It is forbidden to enter the other archive rooms without the permission of a member of the archive staff.
2. Coats and bags are not allowed in the reading room. Lockers are available in the archive entrance for over garments and bags. The University Archives accepts no liability for users' valuables or other possessions.
3. Food and drink are not allowed in the reading room. Smoking is prohibited in all rooms of the University of Bremen.
4. In the interest of undisturbed work a quiet atmosphere must be maintained in the reading room.
5. The reference library in the reading room can be used free of charge. The archive staff is responsible for the rearrangement of the books.

III. Ordering, retrieval and issue of archival items

1. The archival item(s) required can be ordered in advance by submitting the order forms available in the reading room. Please make sure that the signature is complete and correct.
2. Upon being ordered, the requested archival material is retrieved from its storage place as soon as possible. The reading room supervisor may limit the number of archival items issued if there is a risk to their order or if the issue must be restricted for organisational reasons.
3. The ordered archival material is handed over by the reading room supervisor and is to be returned to same after use. If further use is intended, the records in question may be reserved for a period of up to four weeks.
4. In the event of conservation concerns, consultation of the records in question may be restricted or prohibited. There is no claim to the presentation of original documents.

IV. Handling of archival items

1. Archival items, search aids and books are to be treated with the utmost care. They should be laid on a flat surface prior to being used. For bound materials, the pages may only be kept open with the little sandbags provided. The items may not be laid down unfolded with their spine facing upwards.
2. It is forbidden to make changes to or damage archival items, search aids and books: they may not be marked with handwritten notes, strokes or signs of any kind, nor may information or signatures be removed. Archival material may also not be used as an underlay for writing. The arrangement of the archival items must be maintained. When put back in the archive folder, the correct order of the contents (for example attachments) must be observed.
3. Damage to the archival material, missing sheets or other disturbances in the internal order must be reported immediately to the reading room supervisor.
4. Only pencils may be used as writing materials in the reading room. They are available from the reading room supervisor if required.
5. Users are requested to wash their hands before and after inspecting archival items.
6. Cotton gloves must be worn when handling sensitive archival items, especially photographs. Such gloves are provided by the University Archives.
7. Only the thin strips made available in the reading room are to be used as bookmarks or markings for reproduction orders. Any other kinds of markings (e.g. paper clips or adhesive paper) are prohibited.
8. The attempted or executed theft of archival items will result in criminal prosecution and a ban on entering the premises of the University Archives.
9. Digital or digitised archival material can be viewed on the PCs in the reading room or by requesting data files. There is no claim to specific forms of use or provision.

V. Use of technical aids

1. The Archive's own equipment (research computers, microfilm and microfiche readers) is available to users in the reading room. Such equipment may not be used for purposes other than use of the archive. Non-archival use is defined as anything that obstructs the work and mission of the University Archives, violates legal regulations or offends common decency.
2. Defects or damage to the equipment detected before or during use must be reported immediately to the reading room supervisor.
3. The use of user-owned devices such as laptops, tablets or dictation machines must neither cause a disturbance to other persons nor pose risk to the archival material.

VI. Production and use of reproductions

1. In the case of personal inspection and upon written request, archival items can be automatically reproduced on the self-service scanner in the reading room.
2. Upon written request, analogue and digital reproductions of archival items may also be ordered from the archive staff. They must be marked precisely and unambiguously with paper strips.

There can be no claim to orders being carried out within a certain period of time.

3. The reproduction work is subject to a fee in accordance with the applicable fee schedule. When forwarding reproductions, the total amount (including flat-rate postage) must be paid in cash if possible.

VII. Restriction, refusal or withdrawal of the right to usage

In the event of violations of the reading room regulations or other rules, use may be restricted, denied or withdrawn.

In all other respects, the instructions of the reading room supervisor must be followed.

VIII. Entry into force

These Reading Room Regulations enter into force upon being approved by the President of the University of Bremen.

Bremen, 09.03.2020

President of the University of Bremen