

**Reading Room Regulations
for the
Archives of the Max Planck Society**

Version dated 27 July 2017

By virtue of Section 8, paragraph 1 of the Statute for the Archives of the Max Planck Society, in conjunction with Section 6, paragraph 1 of the Terms of Use of the Archives, the following Reading Room Regulations are enacted for the safeguarding and usage of archival materials at the Archives of the Max Planck Society.

**Section 1
Opening Hours**

The opening hours of the Archives are published on the Internet or communicated on request.

**Section 2
Registration in the Reading Room**

Users are obliged to register at the Supervisor's desk in the Reading Room in accordance with Section 4, paragraph 2 of the Terms of Use of the Archives of the Max Planck Society.

**Section 3
Conduct in the Reading Room**

- (1) Before starting to use the Reading Room, the user locks items of clothing and bags in a locker provided for this purpose. The Archives assume no responsibility whatsoever for items of clothing and other objects deposited in the lockers.
- (2) The use of mobile phones, cameras and scanners, the consumption of food and beverages, smoking or bringing along pets are prohibited.

Section 4

The Handling of Archival Materials

Archival materials are valuable cultural assets. Unlike library materials, archival materials are normally unique copies that would be irreplaceable in case of destruction or loss. Over time, the usage of originals leads to damage caused by use and to the loss of substance. Therefore, the following regulations apply to the handling of archival materials:

1. Instead of original archival materials, reproductions (digital copies, microfilms, microfiches etc.) are submitted to the extent that they are available. If microfiches are made available, these are to be left in their prearranged order. If technical devices are used, the instructions of the Reading Room staff are to be followed.
2. For reasons of conservation, the use of archival materials can be restricted or prohibited. The Archives decide on the nature and scope of usage from a professional viewpoint.
3. Archival materials are to be handled with the greatest care. In particular, the prearranged order of the archival materials must not be changed. It is prohibited to remove or add any components independently. It is not permitted to affix notes or markings on the archival materials or to delete, change or remove existing ones. The archival materials are to be returned in the condition in which they were received.
4. Open files and volumes must not be piled up one on top of another. It is not admissible to trace archival materials or to use them as desk pads. Any unnecessary mechanical stress, such as for example placing one's elbow or forearm on the items or tracing lines using one's fingers, is prohibited. Pages in archival materials are to be turned carefully and without moistening one's fingers.
5. If questions or difficulties arise while handling archival materials (for example when opening/closing or unfolding/refolding documents), the user has to turn to the Reading Room Supervisor. If the user discovers any damages or irregularities in archival materials, they must inform the Reading Room Supervisor.
6. Before taking a break, the user has to close the archival materials in order to avoid unnecessary exposure to light.

Section 5

Returning Archival Materials and Deregistering in the Reading Room

At the end of a visit to the Archives, the user has to return all used archival materials and finding aids to the Reading Room Supervisor in good time before leaving the Reading Room. If further use of the archival materials is intended, these may continue to be kept ready, but for no more than four weeks following the order for the respective archival materials.

Section 6

Exclusion from Use

If a user does not comply with the provisions of these Reading Room Regulations, which refer to the procedures, the type of use and care in handling archival materials, the user may be excluded from using archival materials and requested to leave the Reading Room.

Section 7

Entry into Effect

These Reading Room Regulations take effect as of 27 July 2017.