

# **Sprengel Museum Hannover**

## **Rules and Regulations for the use of the Library, Archive and Special Collections**

### **1. Registration**

1.1 Jackets, bags, umbrellas etc. must be left in the cloakroom and mobile phones are to be switched off. Please note that you must remove your items from the lockers before the museum's closing time as the lockers may not be occupied for more than one day at a time.

1.2 No food or drink is permitted. Painting or drawing material (paint, crayons etc.) may not be brought to the working area. Smoking is prohibited.

1.3 A written registration is required for the presentation of original artworks and archive material. The visitor is requested to present identification and to fill out a registration form stating the purpose of the research. For the use of library material it is usually sufficient to fill out one registration form per working day; the library staff can request identification.

### **2. Ordering procedure**

2.1 As a rule, external users of the library have no direct access to the stacks. The ordered literature will be handed out for use in the reading area upon filling out a user form. Two media work desks are available in the reading area, each of which can only be used by one person at a time.

2.2 The library is a reference library, meaning that books and other media can only be borrowed for home use in exceptional cases (with a short loan period and after permission has been granted by the museum administration. Legal steps will be undertaken in the case that borrowed material is not returned by the due date despite overdue notices.)

2.3 Media of all kinds, including original works on paper and archive material, can be ordered in advance by email or verbally as well as in the museum on the appropriate order form.

2.4 Some parts of the holdings are located in external storage facilities and can only be made available when ordered in advance.

2.5 Original works or archive material (not books) will be handed out no later than 30 minutes before closing time; items must be returned no later than 20 minutes before closing time. The number of works/archive material handed out is limited to such an amount that the completeness of the material can be controlled upon return.

2.6 In the case of particularly valuable originals or items that are endangered due to their condition or susceptibility to damage, permission of the responsible department curator is required.

2.7 Permission to use archive material and other media (for example the rare books collection) can be withdrawn, denied in whole or in part, or limited should this be made necessary for reasons of copyright, personal rights and data privacy or if the research purpose can be fulfilled through the use of existing publications or reproductions. If user copies of the requested archive material exist, this will be made available to the user in most cases.

2.8 The user should assure himself upon receipt that the archive material is complete and in sound condition.

## Sprengel Museum Hannover

### 3. Use

3.1 The instructions of the museum staff regarding the handling of the respective material must be followed.

3.2 The conservation of its holdings is a museum's utmost important priority. We therefore request that visitors take great care when handling books and originals:

- Hands are to be washed; hand crème should not be used. The use of self-adhesive post-its and the making notes on the portfolios are not permitted. Speaking as well as coughing or sneezing in the direction of the works is to be avoided.
- The originals may not be touched and the reverses of original prints or drawings can only be examined with permission. The mounts should be held carefully in both hands and placed face up and stacked from left to right. The boxes may not be pushed, shoved or dragged over the respective original material.
- Unless expressly stated otherwise, the provided gloves must be used when handling photographic material.
- Please only use pencil for making notes while working with originals and archival material (felt-tipped pens, fountain pens and ball-point pens etc. are prohibited).
- Writing in or marking archive material or stacking books or other objects on them is not permitted. Manuscripts should remain flat on the desk while reading them.

3.3 The order of the originals is not to be changed; archive material must remain in the punched pockets.

3.4 Collection material may not be removed from the reading room. All personal possessions taken into the reading room may be subject to opening and inspection by the museum staff.

3.5 Borrowed material may not be passed on to other users without permission.

3.6 As a rule, the use of personal reproduction devices (scanners, mobile telephones, cameras, audio recording devices etc.) is not permitted.

3.7 Users are liable for all damage they have caused.

### 4. Copies / Reproductions

4.1 A coin-operated copier is available in the reading room to make DIN A4 or A3 copies from publications only (no change return). A copy costs 10 cents (A4) or 20 cents (A3). Coins from 0.05 € are accepted. Utmost care must be taken when handling books.

4.2 Reproductions of original works and archive material are strictly subject to approval.

4.3 Applications for reproductions can only be made through the b p k picture agency in Berlin (an information sheet on the b p k is available).

4.4 To simplify the process of making new photographs of archive material, paper strips provided by the museum staff can be placed in the boxes or portfolios as needed.

4.5 No digital reproductions will be made of archival collection material located in the museum in the form of copies from other institutions.

# **Sprengel Museum Hannover**

## **5. Publication**

5.1 When utilising archive material, the user is obligated to respect copyright and publishing laws as well as personality rights. The museum assumes no responsibility for infringements of these rights by the user. Written permission to reproduce an unpublished work or document must be obtained from the owner as well as the usage rights and respective personality rights holder.

5.2 The works or archive material are to be cited in publications as follows:

Sprengel Museum Hannover, photo: Aline Gwose / Michael Herling / Benedikt Werner.

5.3 Please send a specimen copy of publications in which works from the museum's collection have been reproduced or archival material in its possession has been utilised to the library of the Sprengel Museum Hannover (Kurt-Schwitters-Platz, D-30169 Hannover). This also includes examination papers; diploma, M.A. and doctoral theses; catalogues; school books; museum guides as well as other types of publications and audio visual productions. Thank you.

The Administration. Hannover, June 2015