

## Reading Room Regulations

The Reading Room Regulations, in conjunction with the Access Regulations, apply to all reading rooms of the Archives of the Akademie der Künste. These are available for review at all locations.

### 1. Opening Hours

The Main Reading Room at Robert Koch Platz 10 is open Monday to Friday from 9 am to 5 pm and Thursdays from 9 am to 7 pm. The reading room at Pariser Platz 4 is open Monday to Thursday from 9 am to 5 pm. In order to use material from the Archives, an appointment for the respective reading room must be made in advance.

Use of materials in all other reading rooms is subject to agreement.  
The reading rooms are closed on public holidays.

### 2. Ordering/Provision of Resources/Reproductions

Order requests placed in the reading rooms at Robert Koch Platz 10 and Pariser Platz 4 are made available for retrieval twice a day: at 10 am and 1 pm. Archival holdings and books ordered after 1 pm are available for review on the next business day, provided that they are not maintained in external storage facilities. Up to five indexed units of archival materials can be pre-ordered by telephone or in writing. Only a limited number of archival holdings may be delivered at one time in order to ensure and facilitate their completeness upon return. The last possible retrieval of pre-ordered archival materials must take place at least 30 minutes before the reading room closes. All issued materials must be returned no later than 15 minutes prior to the closing of the reading room.

Ordered materials remain available for up to two weeks.

In consideration of the high demand for Visitor Services placed on the Archives, requests for copies are limited to 50 pages per user, per topic and per year. Some exceptions can be made and are subject to the approval of the director's office at the Archives.

Orders for library materials can only be submitted electronically via OPAC or the electronic card catalogues. Users already registered with the library system can submit orders and reservations directly; users who have not yet registered must first complete registration via OPAC. Orders of up to ten books and ten reservations are possible. Holdings from bequest libraries are only made available for viewing in the Reading Room Pariser Platz.

### 3. Oversize Reproductions

In exceptional cases, reproductions of archival documents, building plans, etc. from the Architecture Archives that are larger than DIN A3 can be made, but only with the prior agreement of the holdings manager. Such reproductions may only be produced using the AdK's own digital camera. The files are then printed as copies by the holdings manager and will be charged a higher fee according to the Services Price List.

These reproductions may only be used for research and academic purposes. Any form of publication or disclosure to third parties is prohibited.

The same conditions apply for all copy orders.

#### 4. Handling of the archive materials, collection items and works of art

Users should check the completeness and intactness of the archival materials upon delivery. Instructions provided by the supervisory staff in the reading room and the responsible archivists on how to handle the relevant material must be observed. The documents are to be handled with care and left in the order in which they are presented. The archival materials are not to be weighed down with other items, leaned on or used as writing surfaces. In the reading rooms, only pencils are permitted as writing utensils. Photographs, negatives, microfiche and works of art are only to be touched wearing protective gloves that are provided by the supervisory staff in the reading room. Users are liable for any damage they cause. Marking, underlining or attaching sticky notes are considered damage. Existing damage identified by the user after receiving the materials should be brought to the attention of the supervisory staff in the reading room.

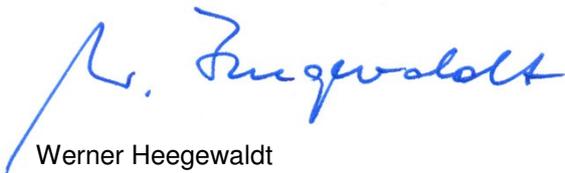
#### 5. Conduct

Archival materials, collection items and works of art may not be removed from the reading room. The supervisory staff in the reading room are entitled to inspect work documents and work equipment brought into the reading room by the user. Photography and filming are not permitted in the reading room or the audio space. Mobile phones may not be brought into the reading room or the audio space.

Users are not permitted to use their own reproduction devices (scanners, cameras, table copiers, tape recorders, etc.). Jackets, coats, bags, backpacks, cases, umbrellas, etc. are to be placed in lockers. A deposit of €1 is required for the cloakroom lockers.

Food and beverages are not permitted in the reading room or the audio space. A seating area is available to users for this purpose at Robert Koch Platz – there is a café in the building on Pariser Platz.

Director, Archives of the Akademie der Künste, Berlin, 15 January 2019



Werner Heegewaldt

DISCLAIMER: This translation is intended to help non-native speakers with the original German content. In cases of dispute, the German version of this document takes precedence.