



„Library and Archive Order“ of the Main Library and Archive of the Friars Minor Conventual at Vienna– Abstract

Implementing regulations

- (a) If you wish to use the holdings of the library „Zentralbibliothek und Archiv der Minoriten Wien“ (Main Library and Archive of the Friars Minor Conventual at Vienna, abbreviation: „ZB Min Vienna“), you are asked to fill in a usage form („Benützungsbogen“) on the first visit, to sign the binding statement of „Library and Archive Order“ and to prove your identity with a photo ID.
- (b) Please declare your research objectives extensively on the usage form („Benützungsbogen“). The staff of „ZB Min Vienna“ can only advise you. You have to do the editing of the media independently, we presume your knowledge of reading the fonts and understanding the language.
- (c) You can only inspect and edit the holdings in the reading room of the „ZB Min Vienna“ and under supervision. The staff of „ZB Min Vienna“ will bring the appropriate media from the library and archive rooms to you. A borrowing of the media is not provided.
- (d) We ask you – if necessary – to eat and drink only in the designated areas. Drinks in lockable containers are allowed in the reading room of the „ZB Min Vienna“.
- (e) There is a ban on smoking in the entire area of „ZB Min Vienna“.
- (f) For the purpose of use, we can only hand over books, that are not in a faulty condition, or archives, which are ordered and not defective, and which are not subject to an archive ban (as a rule: 50 years after the close of an archive file or 50 years after death of the person concerned) and which fall under no other protective provisions.
- (g) Please treat all media as carefully and gently as possible so that they remain usable and legible in the future. In the case of non-bound media, we ask you to keep it in the existing order, even if it is obvious or, in your opinion, wrong, and after use return it to the labeled boxes or folders.
- (h) We ask you not to make any markings on the pages of the media and not to use them as a writing pad. Please use only pencils and/or electronic devices (such as computer, laptop, tablet, etc.) for notes. In order to avoid damage, we further ask you not to stack open archives and books on top of each other and not to place electronic devices or writing utensils on the media.
- (i) If you would like to make photos or copies of individual pages of a medium, please contact the staff of „ZB Min Vienna“. To a limited extent, you may be granted a license, but only if the state of preservation of the media is appropriate and they are not damaged. If you have permission for photos, we ask you not to use a flash. In addition, please deliver all the photos you have taken during your visit to the staff of „ZB Min Vienna“, so that they are also available to other visitors.
- (j) Please inform the staff of „ZB Min Vienna“ if you interrupt or end your work so that the excavated media can either be stored or returned.
- (k) If you cite in the context of a publication from one of our media, we ask you to indicate the origin of the original (eg „ZB Minoriten Wien, [signature], [page].“). If you are planning an edition of a medium from „ZB Min Vienna“, we kindly ask you to contact the staff of „ZB Min Vienna“ in advance in order to obtain a permit. Please leave entrusted to „ZB Min Vienna“ any publications wholly or partially obtained from the holdings of the „ZB Min Vienna“, even if it concerns unprinted university exams,



diploma thesis or dissertations. We are very interested in being able to make available to other users the current research that was gained from the holdings of ZB Min Vienna.

- (l) We assume that you know the relevant provisions of the Civil Status Act, the Data Protection Act and the Copyright Law, if you process individual media of the „ZB Min Vienna“. All provisions must be observed when publishing. But if you act contrary to the laws, you have to bear the legal and other consequences yourself.
- (m) If you violate the rules of Library and Archive Order of ZB Min Vienna, we reserve the right to temporarily or permanently exclude you from using it.