



Information Sheet

for using objects from the Historical Collection department and other valuable library objects at the University Library Eichstätt-Ingolstadt

1. The stock in the Historical Collection department may only be used in the manuscript reading room (Hofgarten 1) at the designated work space.
2. A registration on the special form **“Request for usage”** is necessary to access the objects.
3. Objects issued are to be particularly carefully and gently treated, paying special attention to:
 - It is not allowed to open or turn over mounts. Touching graphics and single sheets is not allowed.
 - The use of felt pens as well as fountain pens and ball pens is not allowed. Pencils are available for loan at the supervisor desk.
 - Writing in and on the objects as well as touching book decorations is prohibited, as is wetting your fingers to turn the pages
 - Producing copies from the original is not allowed unless permission is given.
 - Refrain from forcibly bending narrow volumes and inserting slips of paper (particularly self-adhesive ones) or other objects.
 - The existing order of single sheets must not be changed, even when the order does not appear to be correct. When this is the case please point this out to the library staff.
4. The objects used are to be cited with their complete shelf marks and
“University Library Eichstätt-Ingolstadt”

It is the responsibility of the individual user to ensure compliance with existing author, data and personal protection rights.

5. The publishing of master illustrations from the University Library in printouts and other media is subject to approval. Publication fees for commercial usage are incurred per master illustration.

6. The Historical Collection department requests the surrender of specimen copies or limited reproductions of all work for their stock in the interests of current documentation and information for further users. Should this release not be possible please inform us of the exact bibliographical information of the publication.