



Rules at the library of the Germanic Historical Institute of Rome (DHI)

The library of DHI Rome is used for the scientific activity carried out by researchers of the Institute, to whom it provides bibliographical assistance and any scientific literature they need for their studies.

As a reference library, it is accessible to all users who intend to carry out research and studies of a scientific nature or to obtain information on specific thematic fields.

Access

The library is open to all interested users regardless of nationality or residence. No fees are requested. The access permit is issued upon presentation of an identification document.

If a user does not visit the library for 12 consecutive months, the permit will expire automatically.

Behaviour

Users are required to behave in such a way that the quiet in the reading room and the functionality of the library are not compromised. Smoking, drinking, eating and any phone calls in library areas are not permitted.

All library materials must be treated with the utmost care. Anyone who steals or damages them (for example writing or drawing on them) will have their access permit revoked and the damage caused will be charged accordingly.

Coats and jackets, umbrellas, bags and backpacks must be left in the wardrobe or in the lockers located at the entrance. The Institute assumes no responsibility in the event of loss or theft of deposited items or damage caused by third parties.

Users are required to show the contents of any bags, backpacks and lockers to reception or library staff upon request.

Consultation of materials

The collections held by the library can only be consulted in the spaces provided. The library is not connected to the interlibrary loan service (neither outgoing nor incoming).

Upon request and in compliance with the provisions of the law in force, it may be possible, in exceptional cases, to send - at the expense of the user - copies and photocopies taken from library books by post.

The terms of copyright and licenses must be respected when using electronic resources.

The consultation of certain digital resources may be restricted to devices dedicated to such a purpose, made available by the library.

Where possible, the library offers a distance-friendly bibliographic information service.

The consultation of ancient, valuable or deteriorated manuscripts or printed works may be further restricted and/or prohibited in certain cases for conservation purposes.

Reproducing material

You may reproduce material (by making photocopies, scans etc) for study without commercial purposes. Users are required to comply with the provisions of copyright and personal rights.

Use of the scanner and the microfilm and microfiche readers is free. For copies and photocopies, the first ten pages are free, after which a fee of €0.10 per page is required. Postal charges are calculated on the basis of current Poste Italiane rates.

Reproductions from ancient or valuable manuscripts or volumes may be restricted or prohibited for conservation purposes.

Publications based on library-owned collections

For publications that use reproductions taken from a manuscript or a volume of other special collections, the name of the library should be mentioned. Photographic reproduction requires the explicit consent of the library.

For publications concerning manuscripts or other special funds consulted, please state the exact bibliographic data to the library.

The use of collections for non-scientific commercial reasons

The use of the library and its collections for non-scientific commercial reasons requires a preliminary agreement.

Rome, 04.09.2019

Prof. Dr. Martin Baumeister