

Rheinisches Landesmuseum Trier

## Library

# Conditions of use

The library of the museum is open to public (without lending) and can be used within the

### Opening hours

**Monday – Tuesday: 09:00 - 12:00 and 14:00 - 16:00**

**Friday: 09:00 – 12:00**

Visitors are asked to announce themselves to the Library staff and to register in the visitor's book (available for use at the counter).

Please stow your bags at the locker (you can insert 1 or 2 euro pieces, it will be returned after use) and put your coat at the coatrack before entering the reading room. It is not allowed to take any drinks or meals into the reading room. Mobile phones have to be turned on mute and must be used outside the Library.

The Library catalogue (Web-Opac) for research is available at the information Computers. The Library stock from former years (until 1992) can be searched within the card index.

There are 8 working places for external visitors in the reading room. The reference library (green label) as well as the open access stock on the gallery (signed with LS) can be used without permission.

Further publications with a monographic signature (**I-XXXII**), series (**R**) and magazines (**Z and BZ**) are placed within the magazine rooms and have to be ordered.

An order should be made for each publication via the yellow order sheets, which are placed next to the information Computer. For processing the request quickly, appropriate specifications are provided. When appropriation is not possible due to staffing shortage, orders till 12 o'clock will be executed in the afternoon and orders in the afternoon will be executed the next morning.

A self-service copier is available for users, implying the condition to treat the media carefully. The Library reserves the right to determine the type of duplication as well as to impose restrictions or to deny approval for copyright or collection care aspects.

DinA4: 10 Cent

DinA3: 15 Cent

After consultation, it is possible to photograph, film or scan the Library's publications or extracts with own devices.

Users are requested to respect the working atmosphere in the reading room and to keep silence.