

Using the Department

Regulations for use

The client card of the Austrian National Library allows access to the Department according to the regulations for using the Department. Examination of the Department's holdings is possible only on presentation of a valid official ID card with photo, for example a passport.

For certain groups of objects (e.g., manuscripts) restrictions on use apply on grounds of conservation.

A written request (email) submitted at least three work days before your visit including profession, postal address (private or institution) and an explanation of your interest in the research is necessary. You will receive an answer about the availability of the items requested (maximum 5 a day), which has to be shown in the reading room.

As well as that, when making use of the autographs and closed collections you must observe all legal conditions (retention time, copyright, rules of privacy).

The holdings of printed matter are on principle for onsite reference only.

Issuing of originals and secondary literature occurs at fixed times on an hourly basis.

You may yourself make photocopies of secondary literature at the coin copier (10 cents per copy). Alternatively you must commission the copying.

For information on the holdings and on research possibilities the staff at the information service in the reading room are at your disposal.

Access

Augustinian Reading Room: Vienna I, Josefsplatz 1, Main Gate, 1st floor.

Administration and Reading Room: Vienna I, Josefsplatz 1, left wing, 1st floor.

Times of ordering and receiving material in the reading room

A maximum of 5 objects a day can be utilised.

Times of ordering:

Mon, Wed, Fri: 9.30, 11.00, 12.30, 14.00

Tues, Thurs: 9.30, 11.00, 12.30, 14.00, 15.30, 16.45

Times of handing out:

Mon, Wed, Fri: 10.00, 11.30, 13.00, 14.30

Tues, Thurs: 10.00, 11.30, 13.00, 14.30, 16.00, 17.15

We ask you to return the objects to the service desk 15 minutes before closing time.

Reproductions

To reproduce originals we can make scans, microfilm duplicates or reenlargements of microfilm on document paper. You may order black-and-white photos or coloured reprints based on existing items – these can be researched via the **picture database** of the Picture Archives. To a limited degree it is also possible to have new pictures taken.

Please find the costs of the various methods of reproduction in the **price list**.

Services available in the reading room

Watermark reader

UV lamp

CD rom station

4 PC stations