



Guidelines for the use of manuscripts and the rare books

1. For consultation of historical documents, registration at least two days in advance is required. An order form is available online.
2. Manuscripts as well as books printed before 1800 may be used only in the reading room. Books before 1900 are normally available only in the reading room, but they can be ordered without advance registration.
3. Documents are issued upon presentation of the library card or an official identification (passport, ID card), provided that a confirmed order form exists.
4. Certain objects may be subject to special restrictions.
5. Please handle all objects carefully and gently. In particular:
 - The bindings of manuscripts and books must be handled with caution.
 - The use of ink and ball-point pens near the objects is prohibited.
 - Writing in and on the objects is prohibited. It is not permitted to touch book decorations or illustrations.
 - Tightly bound volumes may not be opened excessively. It is not allowed to insert notes written with ball-point pen or ink or other items as bookmarks.
 - It is imperative to keep the order found in a collection of documents.
 - Items must never be left unattended. When leaving the work area, one should return them to the issue desk.
6. Only the staff may make photocopies. Photographs with digital cameras are permitted. There is a photocopier and a scanner in the library.
7. In the interest of their continuous documentation, the Schaffhausen Libraries would appreciate receiving voucher copies, offprints and other documents referring to their holdings. Please cite the sources correctly.

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Opening hours: Mon 1 pm – 6 pm, Tues–Fri 10 am – 6 pm, Sat 10 am – 4 pm