

# Special Collections Reading Room Regulations

Supplement to the *Regulations for using the Koninklijke Bibliotheek*

Effective date: 1 September 2011

## Article 1 – Opening hours

The Special Collections Reading Room is open Monday to Friday from 10.00 am to 6.00 pm. Material can be requested during these hours. Requested material is delivered at fixed times.

## Article 2 – Access

The reference section of the Special Collections Reading Room is only open during the above hours to visitors with a KB pass. Visitors must hand in their KB pass at the desk. No coats, jackets, bags (including laptop bags), KB baskets or food and drink may be brought in. Coats, jackets and bags must be left in the cloakroom by the main entrance.

## Article 3 – Security

Camera surveillance is in use in the reading room. Certain works will be weighed at the desk before and after consultation. The KB reserves the right to inspect your working material when you leave the reading room.

## Article 4 – Applications

You can only apply for books and manuscripts if you have a KB pass. Applications may be made through the KB website, by telephone or to a member of staff at the Special Collections Reading Room desk. When the reading room closes, you must hand in the works you were examining at the desk and your KB pass will be returned to you. Mediaeval manuscripts and any works that were weighed before consultation must be handed in every time you leave the reading room. Books and manuscripts can be held for you for one week.

## Article 5 – Consultations

Visitors to the reading room must use the workplace indicated by the desk staff when consulting items. Supports and cushions available in the reading room must be used on request of the reading room staff when consulting mediaeval manuscripts, other precious works and large-format works. A table equipped with a newspaper support must be used when consulting newspapers. You will receive no more than four items for examination at any one time. Further restrictions may be imposed for manuscripts, files of letters and other fragile material. Certain items are not available for examination or only with special permission. You may examine reproductions if they are available.

The following rules also apply:

- only pencils may be used for writing in the Special Collections Reading Room. Pencils are available on request from the desk;
- do not touch books or manuscripts more than necessary. Miniatures may not be touched;
- you must put down your pencil when turning pages;
- paper you are writing notes on may not be rested on the original;
- book supports must always be employed when a laptop is used during a consultation;
- letters in files and other loose-leaf material must be kept in order;
- food and drink may not be brought in or consumed;
- do not disturb the peace of the reading room.

## Article 6 – Reproductions

It is possible to have photographic and digital reproductions made of manuscripts and printed works. Forms are available at the desk. Visitors may not make their own photocopies. The desk staff will determine whether and, if so, how and how quickly a reproduction can be made.

Visitors may use their own digital cameras in the KB to photograph material in the collection subject to the following conditions:

- the reading room staff on duty have given permission. Permission will be refused if the material is too fragile (as determined by the duty staff);
- no aids may be used to take the photograph (for example, to hold a book flat);
- other users of the reading room must not be disturbed by the photography;
- flash may not be used;
- the photographs may only be for personal study and not for uses with a direct or indirect

- commercial purpose;
- the user is personally responsible for complying with legal provisions on publication and replication.

**Article 7 – Publication**

The Koninklijke Bibliotheek would appreciate full acknowledgement of works from its Special Collections on publication and be grateful for a complimentary copy, extract or photocopy or, if this is not possible, notification of publication.

**Article 8 – Reference library**

There is a classified reference library in the reading room. Visitors may withdraw books from the shelves. After use, these books must be left on the reading desk. Books may not be removed from the reference library and may not be lent out. Ask permission from the desk staff before making photocopies of works in the reference library.

This English version is a translation of the Dutch text and the Dutch text will prevail in the event of differences.

J.S.M. Savenije  
Director General  
The Hague, 6 September 2011