

<p style="text-align: center;">RULES FOR THE USE OF THE RARE BOOKS AND MANUSCRIPTS COLLECTION AND THE GUIDO GEZELLE ARCHIVES</p>

Besides the general regulations for visitors of our library more specific conditions prevail for the use of the Rare Books and Manuscripts Collection and the Guido Gezelle Archives (hereafter referred to as 'Historical Collections') :

1.

Consulting documents from the Historical Collections is possible by appointment only (and never on Saturdays). Contact the curator to schedule an appointment:

Rare Books and Manuscripts : Mr. Ludo Vandamme

Tel. : 050/47.24.12

e-mail : Ludo.Vandamme@brugge.be

Guido Gezelle Archives : Mrs. Els Depuydt

Tel. : 050/47.24.28

e-mail : Els.Depuydt@brugge.be

2.

Consulting documents from the Historical Collections is possible only when the following demands are met:

- Presentation of an identity certificate with a photograph of the bearer;
- The documents '*Rules for the consultation of Rare Books and Manuscripts and the Guido Gezelle Archives*' and '*Guidelines for the consultation of precious materials*' have been read by the applicant;
- The applicant has filled out the special application form for the Rare Books and Manuscripts Collection and the Guido Gezelle Archives.

3.

When documents from the Historical Collections are available on another type of bearer (microfilm, scan, etc.), the original document can not be consulted. Numerous manuscripts and newspapers are available on microfilm, and text editions exist of documents from the Guido Gezelle Archives. The original autograph poems by Guido Gezelle have been photographed and scanned, and can no longer be consulted as such. The physical handling of the original documents is limited as much as possible by improved cataloguing and microfilm or digital duplicate files.

4.

All documents from the Historical Collections have to be consulted at the library, at a table at the front row in the reading room. Loans are possible only in case of exhibitions.

5.

We urgently request you to handle the documents from the Historical Collections with care. Please read the notice '*Guidelines for the consultation of precious and fragile materials*' carefully. This notice contains important information about the correct way to handle precious and fragile materials. Deliberate damaging or theft of documents from the Historical Collections leads to suspension, exclusion or legal action.

6.

For the sake of preservation and conservation it is not allowed to make photocopies of documents from the Historical Collections. Photos of the documents can only be made with explicit permission of the curator (see above). It is forbidden to use the flash function on your camera. The photos are only for private use, commercial use is not allowed. The reader is to hand over a list of the photographed documents and pages or folios to the staff. In case you require high quality scans (A1 professional book scanner) for an academic or commercial publication, please contact the curators (see above).

7.

In case your research based on documents from our Historical Collections resulted in a publication, we would be much obliged if you would donate a copy to the Public Library of Bruges. In doing so you will increase the knowledge of our collections, which will benefit further research by future visitors.