



Service Offer and Costs for Reproductions, Research and Guided Tours

In addition to the Library Regulations, please observe the following:

Reproductions

Restrictions for conservation reasons

Documents which are at risk from a conservation point of view cannot be reproduced.

Quality

The Burgerbibliothek of Berne normally provides digital documents in TIFF format with a resolution of 300 dpi. There may be deviations in the resolution of the digital documents depending on the size of the original version.

Standing charge and surcharge

A standing charge of 30 CHF is invoiced for every order for digital documents that are unavailable online. In addition, the following will be charged:

Service Offer and Costs of Reproductions

Digital documents (originals to A3 format)	10.00 CHF
Special preferences (e.g. a particularly high resolution) are subject to a surcharge of	100.00 CHF per image
Digital copies of large-size and sensitive documents > According to quote	
Orders in excess of 30 images	> According to quote
Professional photographs	> According to quote
Duplicate of a microfilm	> According to quote, at least 100.00 CHF
Postal dispatch (postage/packaging)	> According to quote, Switzerland at least 12.00 CHF / other countries at least 20.00 CHF

Term of delivery

Whenever possible, orders are completed within two weeks and sent electronically.

Research

According to its service obligations the Burgerbibliothek of Berne treats requests from users and advises its visitors in the Reading Room. Any order taking more than one hour of work will be charged 60.00 CHF per additional 30 minutes.

Complex genealogical and other research, the establishment of source excerpts and of transcriptions are not possible. For services beyond the basic offer of use we can establish contact to professional service-providers.

Guided tours

The Burgerbibliothek of Berne offers group tours and introductions to the work with its documents.

Registration for guided tours needs to be made at least three weeks prior to the event. The number of participants is limited and the contribution to costs is 120.00 CHF.

Entry into force

The regulations for "Service Offer and Costs for Reproductions, Research and Guided Tours" enter into force on April 1, 2025. They replace the version of January 1, 2021.