Measures to protect against COVID-19 infections when using the Reading Room of the Archives at the Deutsches Museum

Dear Visitors to the reading room of the Archives at the Deutsches Museum,

In order to ensure that both yourselves and employees of the Deutsches Museum are able to adhere to the hygiene and distance requirements required to protect against COVID-19, the following rules apply when visiting the reading room of the Archives. To avoid unnecessary queries and contact with archive staff, please take the time to thoroughly read the important information below. Our employees have been instructed to ensure strict compliance with these rules.

1. Please register by email (archiv@deutsches-museum.de) at least two working days before your planned visit to the reading room of the Archives. Use of the reading room is only possible if your registration has been confirmed and you show this confirmation upon arrival. The number of workplaces is limited to three.

2. Please bring your own mouth-nose protection mask and wear it on your way to the Reading Room of the Archives and whenever you come into contact with others.

3. Please store jackets, bags and all other items that you will not need while you are in the Archives in the lockers in the entrance hall of the Library Building. Laptops, mobile phones, notepads, etc. as well as writing materials may be brought into the reading room.

4. Maintain a distance of at least 1.5 meters from others at all times throughout the whole building.

5. A disinfectant dispenser can be found in the entrance area in front of the Reading Room of the Archives. You must disinfect your hands before entering the reading room.

6. A barrier and a protective screen made of Plexiglas has been installed around the reading room counter. Please register here so that your pre-ordered archive documents can be made available.

7. If you are using the archives for the first time in the current calendar year, please complete a user application form. These can be found on a separate table in the entrance area.

8. A numbered workstation is reserved for each visitor to the reading room. As soon as you have registered with the reading room staff, please go directly to your workplace. Only one person per workstation is allowed; shared occupancy is prohibited.

9. The archival documents that you have ordered will be brought to your workstation.

10. Please be aware that longer waiting times and delays may occur. Due to social-distancing measures, people may talk louder and, as the reading room door will be kept open, there may be increased background noise.
11. Reading room staff have been instructed not to give any personal advice. Should you urgently require personal subject-orientated advice while working in the reading room, please speak to the reading room staff, who will refer you to the appropriate employee. Visitors and staff alike are obliged to wear a face mask whenever they come into contact with others.

12. Cash payments are not possible until further notice. You will instead receive an invoice by post or email for any costs incurred.

13. The microfilm and microfiche readers in the reading room are currently out of order and may not be used until further notice.

Dr. Wilhelm Füßl

Munich, 26.04.2020

Head of the Archives