

Coin and banknote collection of the Deutsche Bundesbank
- Study room regulations -

1. As a rule, the study room is open to visitors every weekday between 8.30 am and 2.30 pm (2.00 pm on Fridays). Visitors must be able to demonstrate that their interest is of a genuine academic nature.
2. Visitors are requested to register in writing in advance. Multi-day authorisation for access will be cancelled if the visitor fails to appear for the first appointment unless the subsequent appointments are confirmed.
3. Official user access is granted provided the individual can be identified by an academic member of staff responsible for the collection who knows the applicant personally or provided that a copy of an official photographic ID is attached to the written application. Access to the study room, which is located in the internal security area of the Deutsche Bundesbank, is permitted only if an official photographic ID has been deposited as security at the main entrance to the bank.
4. Visitors must comply with any instructions issued by the supervisory staff. Bags, briefcases, folders, handbags and other items of luggage are to be stored away from the desks. Coats etc are to be left in the cupboard provided for this purpose in the study room and should not be placed over tables or chairs.
5. It is forbidden to smoke, eat, drink or chew gum when using the study room. Users are requested not to make any noise and to conduct themselves in an appropriate manner.
6. The use of portable music players and mobile phones in the study room is prohibited.
7. Users examining items are permanently supervised by a member of staff responsible for the collection. The room is also under camera surveillance.
8. Users are only given one coin tray/sheet or case containing banknotes at a time
9. Users may remove only one object at a time from the coin tray/sheet or banknote case, after which they are to ensure it is returned to its original place.
10. Users must be careful not to damage any item in the collection; users are liable for any damage they cause.
11. It is forbidden to introduce items from outside for the purpose of making comparisons with objects in the collection.
12. Taking photographs is permitted only with the prior permission of the persons(s) in charge of the collection. Applications for such authorisation must be submitted in writing in advance. As a rule, it is forbidden to make copies (including rubbings) of an object.
13. Users are not allowed to leave the study room until the supervisory staff has established that all of the examined coin trays and/or banknote containers have been left in a correct and orderly manner.
14. If the fire or security alarm sounds, users are to follow the instructions given by the members of staff responsible for the collection. This generally involves immediate evacuation of the premises.
15. Failure to comply with these regulations may result in the visitor being ejected from the study room.