

# HOUSE RULES

RÖMISCHER KAISER  
GUTENBERG LIBRARY AND ADMINISTRATION  
OF THE GUTENBERG MUSEUM  
LIEBFRAUENPLATZ 5, MAINZ

Dear visitors,

We welcome you very warmly in our house and wish you a pleasant stay. At the beginning of your visit we would like to familiarize you with our house rules.

We ask you to observe the regulations on use and costs, which contain more detailed provisions. Users who violate the rules of use, costs or house rules can be excluded from use temporarily or permanently by written order.

Before entering the library premises (reading room), coats and similar overgarments, umbrellas, bags and other bulky items must be locked in the lockers. Exceptions to this rule can be granted by the management or their deputies.

Food and drink is not allowed in the reading room of the library. Smoking is prohibited in the entire house. Begging and peddling is prohibited. In the reading room a quiet working environment is required.

The instructions of the library staff must be followed.

## **Special Provisions for Corona Prevention (Status: May 2020)**

1. Visitors and staff in the building and the reading room of the library are obliged to wear a mouth and nose protection (mask). If a medical certificate proves that a guest cannot wear a mouth and nose protection for health reasons, a visit to the library is still possible. On request, the medical certificate must be presented to the library staff.
2. Visitors are required to maintain a minimum distance of 1.5 to 2 metres in all rooms of the library.
3. In order to guarantee the minimum distance, only a certain number of visitors to the library is allowed to be on the premises at the same time. The library staff check that the maximum number of visitors is observed and, if necessary, regulate visitor traffic.



4. Prior registration by telephone (+49 (0) 6131-12 2623) or e-mail (gutenberg-bibliothek@stadt.mainz.de) is required in order to use the library.
5. In order to trace possible chains of infection, visitors to the administration and library are asked to leave their contact details upon entry. The provision of data by the persons concerned is voluntary. The collected data will be stored for 21 days and then destroyed. According to the data protection law in accordance with Art. 13 DSGVO, the persons concerned are informed about the processing of personal data.
6. The signs in the administration building concerning rules of hygiene and conduct must be followed.

**We thank you very much for your understanding!**

The house rules come into force with immediate effect on 05.06.2020.

Mainz, 05.06.2020

Dr. Annette Ludwig  
Director of the Gutenberg Museum