



## Instructions for users of the archive

### Address and directions

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Geheimes Staatsarchiv PK  
Archivstraße 12/14  
14195 Berlin  
Telephone: +49 (030) 266-44-7500  
Telefax: +49 (030) 266-44-3126  
E-mail: [gsta.pk@gsta.spk-berlin.de](mailto:gsta.pk@gsta.spk-berlin.de)  
Internet: <http://www.gsta.spk-berlin.de>

With U-Bahn linee 3: Stations Podbielski-  
allee or Dahlem-Dorf;  
with Bus X83 and M11: Bus stop Dahlem-Dorf  
with Bus 110: Bus stop Domäne Dahlem

### Service hours

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Monday and Tuesday	8:00 – 16:00
Wednesday and Thursday	8:00 – 18:00
Friday	8:00 – 15:00

### General instructions

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- Signing in** Before usage of the archive (also on following days) please sign in with the advisor team in Research Hall I.
- Reservation** Work areas may be reserved upon request - generally until 10:00.
- Search aids** Please return when done using.
- Order forms** Please do not use as bookmarks or notepads.
- Usage sheet** Please fill out the usage sheet directly after receiving the archival materials.
- Archival materials** Must be handled with care as per § 4 of the building regulations from 9 December 2005.

### Ordering archival materials

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- Dahlem location** Archival materials are requested with pink order forms. One order form must be filled out for each material / index item (e.g. a file, a document or a map).
- Westhafen location** Archival materials are requested with yellow order forms. One order form (= one line on the order sheet) must be filled out for each material / index item (e.g. a file).
- Order forms** must be written in print with correct item ID (please refer to supervisor if uncertain), surname and first name and the date;  
please fill out with blue or black ink / ball-point pen!
- Order pick-up** 9:00 and 13:00
- Provision of archival materials**
- Dahlem location Archival materials may generally be picked up approx. 1-2 hours after emptying the box of order slips at check-out - cards and microforms in Research Hall II.
- Westhafen location Archival materials may generally be picked up approx. 2-3 days after emptying the box of order slips at check-out.  
Examples: 1) Order placed on Monday before 13:00  
→ Files available on Wednesday after approx. 12:00  
2) Order placed on Monday after 13:00  
→ Files available on Thursday after approx. 12:00  
Longer waiting periods may arise due to technical reasons or high frequency of use. In such an event, please consult the check-out desk.
- Restrictions on provision of archival materials** Up to 5 archival materials are generally provided per day. The archive strives to achieve larger orders, yet reserves the right to staggered delivery of the ordered materials.  
Ordered archival materials are reserved for the user at check-out for 14 days.

## Book orders

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<b>Book orders</b>	are to be made with a white order card or online through the OPAC with the user number. One card must be filled out per book/newspaper title; up to three <u>consecutive</u> newspaper back runs may be ordered on one card. Up to 5 titles are generally provided for the morning and afternoon.
<b>Order pick-up</b>	9:00 and 13:00, Wednesdays and Thursday on 14:30
<b>Book check-out</b>	Books and newspapers may be checked out approx. 30-60 minute after emptying the box of order slips at the book check-out.

## Reproductions

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<b>Ordering</b>	When possible the archive accepts written orders of reproductions from its archive and library inventories, provided the condition of the respective item permits and this is not prevented by any third-party rights or protective interests. The orders must be placed on the forms provided. Overhead scans or photographic digital images are made of bound files and newspaper volumes (1945 ff.), as well as of books that appeared before 1950 with the library's permission. Electronic copies (Xerox copies) may be made of books that appeared after 1950, depending on the condition of the item / the library's individual decision.
<b>Maps/plans</b>	may be made as overhead scans (item up to 40 x 60 cm) or photographic digital images depending on the item. Electronic copies are not possible.
<b>Permission</b>	Photo orders are picked up at the book check-out, assessed for maintenance-related aspects and cleared as per the legal guidelines.
<b>Order acceptance</b>	<b>Up to 1 hour before the hall closes:</b> Mon, Tue: 8:00-15:00; Wed, Thu: 8:00-17:00; Fri: 8:00-14:00. The photo order must be delivered with the corresponding archival materials or books.
<b>Restrictions</b>	Incomplete orders are processed as rarely as orders with missing, incomplete or illegible information. For inventory maintenance reasons, the GStA PK reserves the right to the type and refusal of orders, or delayed portions of orders. Adherence to all legal guidelines must be ensured.
<b>Inserts</b>	Only upon missing sheet or page numbers must the beginning and end of the items to be reproduced be labeled with inserts. Inserts are available from the supervisory personnel; do not use your own.
<b>Types</b>	Reproduction types with product descriptions as well as proportioned costs for producing the reproductions can be found in the respectively current price list.
<b>Self pick-up</b>	Ground floor Room 24 (Telephone: +49 030 - 266 443 122) Mon-Wed 10:00-12:00, 13:00-15:00 - Thu 10:00-12:00, 13:00-17:00 - Fri 10:00-14:00

## Citation methods

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Archival materials must be completely cited, including the archival abbreviation and authority company for provenant reference, as per the following examples:

GStA PK, I. HA Geheimer Rat, Rep. 10 Reichstag negotiations, + additional identification components, [same applies to the items I. HA Geheimer Rat, Rep. 1-69]

GStA PK, I. HA Rep. 74 Staatskanzleramt, + additional identification components, [same applies to the items I. HA Rep. 70 ff.]

GStA PK, II. HA Generaldirektorium, Dept. 25 manufacturing department, + additional identification components, p. 11-17

GStA PK, VI. HA Family archive and assets, NI Otto Braun, + additional identification components, p. 21

## Other

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Judgmental, possibly discriminatory statements in search book introductions or file titles must be viewed in the context of their origins. Although they may violate the GStA PK's fundamental professional basis of a judgment-free, neutral provision of information on an individual basis, such search aids are presented with impartiality, as in the indexing area the priority of the archive currently rests on the organisation and indexing of unprocessed items, assets or collections as per the users' interests, not on the post-processing of already available search aids.