

Service Offer and Costs for Reproductions, Research and Guided Tours

In addition to the User Rules and 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 Bürgerbibliothek Bern normally provides digital copies in TIFF format with a resolution of 300 ppi. There may be deviations in the resolution of the digital copies depending on the size of the original.

Standing charge and costs

- Standing charge per order: CHF 30
- Digital copies (originals to A3 format), per image: CHF 10
- Special preferences (e.g. a particularly high resolution), surcharge per image: CHF 100
- Digital copies of large-size or fragile 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 CHF 100
- Mailing (postage/packaging): according to quote, Switzerland at least CHF 12, other countries at least CHF 20

Term of delivery

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

Research

In accordance with its service mandate, the Bürgerbibliothek Bern answers enquiries and advises the visitors of its reading room. Any enquiry taking more than one hour of work will be charged CHF 60 per additional 30 minutes.

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

Guided tours

The Bürgerbibliothek Bern offers group tours and introductions to working with its collections.

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 CHF 120.

Entry into force

This document enters into force on January 1, 2026. It replaces the version of April 1, 2025.