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## User Guide to the Papyrological Library Located in R 305

### 1. Information on the Use of the Papyrological Library (Papy-Bib)

- 1.1 The Papy-Bib is a **non-circulating library**. It is prohibited to check out books, although you may take them to your own office in the Rosshof building, provided you fill in a **placeholder** and put it in the place of the volume you are taking with you. **Placeholders** can be found on the table next to the pillar in room 305.
- 1.2 The Papy-Bib is located in **office 305**. Staff members of the Ancient History Institute also have their workspace here. Please be considerate and behave in the same way in the Papy-Bib as in the main library of the Department for Ancient Civilizations.
- 1.3 The Papy-Bib is accessible at all times for staff members with a key. If you are an external guest or student, please contact the student assistants in **room 305** or the assistants' office in **room 302**. We will be happy to help you out!

### 2. Instructions for Using the Overview Lists of the Papyrological Library

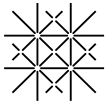
- 2.1 For ease of use all editions are listed according to the collection abbreviation with references to location and signature in the Papy-Bib, other locations in the Rosshof, as well as any online editions with a link.
- 2.2 The abbreviations and listings are the same as in the Duke Checklist now accessible on papyri.info (<https://papyri.info/docs/checklist>).
- 2.3 Using the **Ctrl. + F** - function you can search for abbreviation/title/signature in the lists. Individual editions may not be available in the Papy-Bib in room 305, but it is noted if the edition is in the main library and under which signature it can be found. Any online editions are also linked on the detailed list.
- 2.4 On the **small table next to the pillar**, there is an **overview map of the Papy-Bib** in addition to the **placeholders**. This shows the shelves on which the categories are arranged. Individual collections of editions are marked on the magnetic tapes on the shelves. Due to lack of space, however, not all collections or editions are labelled.

### 3. Notes and Questions

- 3.1 If you have any questions, please contact the student assistants in room 305, as well as the assistants' office in room 302.
- 3.2 We would be very grateful for **feedback, suggestions for improvement** and **information** regarding missing books, new publications, online editions that are not yet on our lists, as well as other additional information. Please send your feedback with the subject **Note Papy-Bib** to: [altegeschichte@unibas.ch](mailto:altegeschichte@unibas.ch)

### 4. User Note

- 4.1 **Whenever you work with a volume, it is mandatory that you fill in a placeholder and put it on the right spot in the shelf!**
- 4.2 The editions are basically arranged according to the list on Papyri.info in room 305. You can search for the desired editions either by entering the title in the library catalogue "swisscovery Basel" or directly via our holdings lists. This way you can find out the respective signature of the edition you are looking for, which will tell you its location in room 305.
- 4.3 **Caution!** Some signatures belong to several titles. In principle, the editions are then classified according to their first listing in the Papyri.info list in room 305. However, there may be deviations due to the logically connected volumes. In this case, check **the other possible locations**.



5. Overview Map

**Office 305 (Papy-Bib)**

