

## **Notes For Non-German Speakers Visiting The Elias Archive – Deutsches Literaturarchiv Marbach Am Neckar, Germany**

### ***Before your Visit***

You are required to inform the Archive before your visit about the purpose and duration of your visit. It is advisable to refer to the Elias archive explicitly, as the staff will have the relevant Catalogues ready for you on arrival.

### ***On Arrival in Stuttgart***

Take the S4 S-Bahn to Marbach. The archive is a 25-minute walk from the station. If you prefer, there should be taxis at the station.

### ***Accommodation***

The most convenient place to stay is the Parkhotel, Schillerhöhe – a two-minute walk from the archive. From the hotel turn left, walk round the top side of the Stadthalle next door, and the archive is across the grass (where there is a famous statue of Schiller). The Parkhotel provides free wireless internet access, so you can check your e-mail etc.

Parkhotel Schillerhöhe  
Schillerhöhe 14  
71672 Marbach a. N.  
Tel: +49 71 44 90 50  
Fax: +49 71 44 9 05 88  
E-Mail: [info@parkhotel-schillerhoehe.de](mailto:info@parkhotel-schillerhoehe.de)

### ***Archive Opening Times***

The Archive is open from 8.30 to 18.00 Monday to Friday. The Reading Room of the Library is open from 8.30 to 20.00 Monday to Friday, and 10.00 to 17.00 on Saturday.

### ***Arrival at the Archive – Registration***

Report to reception and have any correspondence relating to your visit handy. The staff will direct you to put coats and bags in a locker downstairs (1 euro refundable). You will then be directed to a registration desk through double doors to the right of the reception. Here you will have to complete a 'Benutzungsantrag' or registration form. You will then be given a 'Benutzer ausweis', a user's card. You have to show your passport for registration. You will then be taken to the room where you can work.

In line with standard archive practices you can take only pencils, a notebook and/or a computer into the reading/work room.

The reading room where you will work, and where you can access the materials, is downstairs (on your first visit you will be directed). You have to sign in each day in the reading room. The room is staffed all day and the staff are very helpful – they deal with requests, photocopying etc. When you leave each night pass any documents (in their folders), plus the catalogue, back to the staff and state whether you wish to use the materials again – otherwise all material will be returned to the archive store.

### ***Catalogue/Inventory***

There are four red folders and one black ring binder listing all of the documents archived. Two of the red folders 'Teil I and Teil III' provide a useful guide to materials such as letters, memos, manuscripts, appointments and so on. Each item is allocated a number and title, for example '129. Lists of N. Elias's manuscripts. n.d. 5 documents'. This information can be used for requesting the documents you wish to view (see below).

Teil II is an inventory of Elias's own library, i.e. books by others that Elias owned. Those books in which he made notes are deposited here.

The black ring binder provides a listing of all the people with whom there is a record of Elias having corresponded – each has a number, e.g. Freud, S. – 36.1.3. This number can then be used to request the selection of correspondence relating to that person – however, please bear in mind the rules regarding correspondence with persons who are still alive (see <http://www.norberteliasfoundation.nl/>).

### ***Requesting Materials***

Find the relevant materials you wish to view. You will then need to complete a yellow slip/form (available on the desk in the reading room)

1. In the section 'Verfasser', write 'Norbert Elias'
2. In the section 'Standort/Signatur' you write: A: Elias
3. In the section 'Titel' write the material you wish to view – eg. '129. Lists of N. Elias's manuscripts. n.d. 5 documents'
4. Write you own name in the section 'Name' and the date in the section 'Datum'.
5. Hand the yellow slips to staff, who will action your request (it is advisable to make a number of requests at a time using different slips, as this will save time later).
6. When the document arrives you will be asked to sign the yellow slip to acknowledge receipt.

7. When finished, hand the document/folder back (also see copying).
9. Once completed you will be give a copy of the yellow slip as a record of the files you have examined.

Requests can be made up until 4.30 pm. Any requests made around lunchtime will not be delivered until 2pm.

Material from the inventory of Elias's own library (i.e. books by others that Elias owned which are deposited here listed in Teil II) will need to be requested from the main archive desk using a *white* request slip.

### **Photocopying**

Within the laws on copyright etc, visitors are allowed to photocopy some of the materials viewed. For this you have to request a photocopy from 'Xerokopierauftrag'. The staff in the reading room will provide this. On the form you need to specify what you wish to copy, but remember the rules relating to publication of this material (see <http://www.norberteliasfoundation.nl/>). In the folder where the materials are held you will also be asked to insert markers 'Start Here' and 'End here' to highlight the extent of the material you wish to copy. The staff in the archive will tell you if you try to copy too much! There is a charge for each sheet copied. The materials and 'Xerokopierauftrag' form are taken away by the staff and the copies delivered to your desk later.

### **Archive Canteen**

There is a canteen at the archive but the canteen staff do not speak a great deal of English. There is a self-service coffee machine and a wide selection of breads, cheese, yoghurts, and soft drinks. If you require hot food at lunchtime it has to be ordered in advance (forms on board to left of cash register).

### **Marbach**

The town itself is quiet. There is an attractive old-town area with many restaurants. However it is very quiet in the evening and, if you want something a little more, then a trip into Stuttgart is required.

*John Goodwin*

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