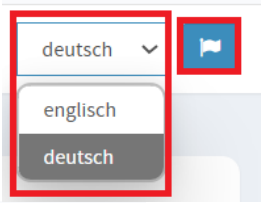
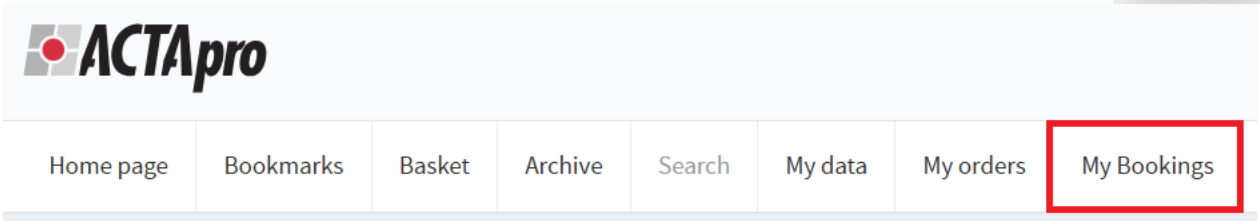
➢ **Instructions for ordering archival units in the Reading Room („*Lesesaal*“)**

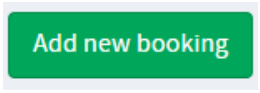
1. Log in to ACTApro using your user account. If you do not have a user account, please register via the ACTApro homepage: https://actapro-benutzung.hamburg.de/actaproweb/index.xhtml
2. Choose your language via the button in the top menu on the homepage and confirm your choice by clicking the blue flag icon.



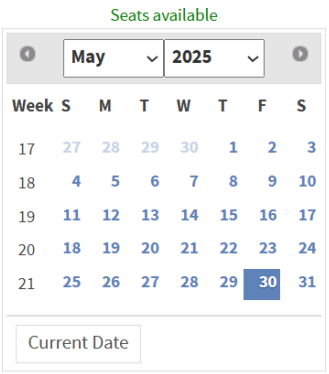
3. Before you can order archival units in the reading room, you must make a seat reservation. Therefore, click on the „*My Bookings*“ button in the top menu on the homepage.



A new window will open. Click the green button „*Add new booking*“ on the right side to access the calendar view.

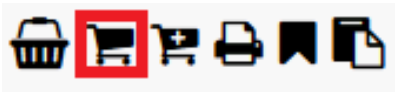


Now use the calendar to book your desired date of visit.

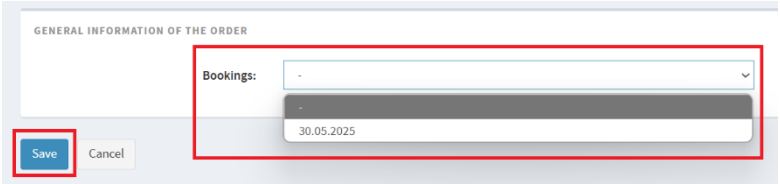
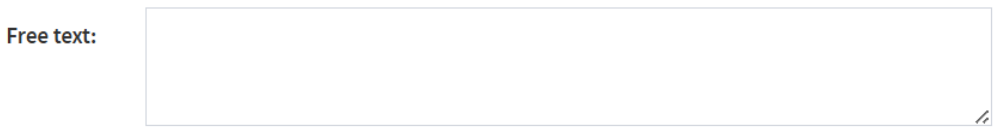


Attention: Items from the „Plankammer“ (Collection 720-1) ordered before 12:00 will be available for viewing the following day at 10:00 or 12:00 in the reading room.
Items from the library ordered before 11:15 will be available at the same day from 13:30 for viewing in the reading room.
Items from the library ordered after 11:15 will be available the following day at 10:00 or 12:00.

4. Once you have identified an archival unit via the search function or the classification system, click the shopping cart icon („*Order for presentation in the Lesesaal“),* which locates at the bottom of the respective archival description. (Note: Not all archival units are available for ordering).



5. A new window will open where you can select your seat reservation under „*General Information of the Order*“. Select your desired date and confirm the order by clicking „*Save*“.



6. For orders from the library, first order the collection via the shopping cart icon and then enter the author’s name and the short title into the „free text” field. In this case as well, use the calendar to book your desired date of visit. Click „Save“ afterwards to place your order.