

Open spaces of BERLIN GLOBAL

Inclusion and construction guidelines

The BERLIN GLOBAL exhibition should be accessible to the widest possible audience without assistance. The aim of the following guidelines is maximum accessibility, comprehensibility and safety for all guests. In this way, the Stadtmuseum Berlin aims to support equal participation in social and cultural life for all visitors.

Exhibition design – *binding*

- All paths are at least 120 cm wide.
- Passageways / openings are at least 90 cm wide.
- All exhibition content is accessible without steps or via flat ramps.
- All elements can be viewed and used while seated. Please note: The eye level of wheelchair users is approximately 125 cm.
- Table displays, tables and media stations are wheelchair accessible.

Texts – *binding*

- Overarching texts for the Open Spaces or thematic areas:
 - o Font size (running text) between 45 and 60 pt.
 - o Average reading height: approx. 130 cm, taking into account the reading distance.
- Object texts:
 - o Font size (running text): between 15 and 35 pt.
 - o Average reading height on the wall: between 100 and 130 cm.
 - o Reading height (at an angle) at tables / display cases / media stations: between 73 and 83 cm.
- Special cases:
 - o If running texts need to hang below or above the specified heights, then not outside the range 70–174 cm (bottom / top edge).

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- Captions / Credits:
 - o Font size between 14 and 20 pt.
- Texts must contrast (light/dark) with the background. The background should be monochrome and the texts should not be set in front of illustrations.
- The main languages of the exhibition (usually DE/EN) are set next to each other, not hierarchically.

Texts – *recommended*

- Active formulations, clear structure, leading questions, reference to everyday life.
- To be avoided: Technical terms, foreign words, long, compound words, abstract formulations and abbreviations.
- Text length:
 - o Overarching Open Space and area texts: Max. 800 characters including spaces.
 - o Object texts: 300–600 characters incl. spaces.
- Semantic optimisation (as far as possible): one unit of meaning per line.
- Line length: max. 60 characters per line incl. spaces.
- If possible, no hyphenation.
- Left-justified paragraph text.
- Sans-serif font (no embellishments).

Media – *binding*

- Content of media stations in the Open Spaces should be communicated acoustically as well as visually. Films are subtitled in the main languages (usually DE/EN) side by side.
- Media stations should be easy to operate manually, preferably via a keyboard. In the case of touchscreens, operation should be supported by voice output with appropriate instruction.
- Loudspeakers are height-adjusted for both standing and seated people.

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Construction – *binding*

- All materials brought in must belong at least to the building material class B1 flame-resistant (DIN 4102). If they are hanging, additionally “burning non-dripping” (“brennend nicht abtropfend”).
- In the case of high, standing objects, proof of stability may have to be provided. Hanging objects must comply with at least BGV C1. A static check of relevant elements on the Open Spaces should be included in the project budget.
- When mounting on walls, the fasteners may require a fire resistance certificate.
- It is not possible to attach exhibition elements to the floor.
- Large-scale painting and dust-generating work may not take place inside the exhibition.
- Construction and installation plans must be approved by the Stadtmuseum Berlin.
- Escape and rescue routes must be kept clear.