

Archivio Centrale dello Stato



Piazzale degli Archivi, 27 - 00144 Rome (Italy)

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Telephone Numbers:

Central Operator: (06) 545.481

Reading Room: (06) 545.48.48.0

Director of the Reading Room: (06) 545.48.48.7

Bursar's Office: (06) 545.48.48.3

Photo Reproduction: (06) 545.48.48.4

Renewal of Researcher's Shelf (06) 545.48.47.9

Heraldic Service: (06) 545.48.42.7 ext 530

The Serafico Storage Center in via Simone Martini, 145: 06/519.19.52

## RULES FOR THE USE OF THE READING ROOM

### I. General Provisions

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### III Research by Correspondence

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#### I. General Provisions

1. The consultation of records is free for scientific, administrative and personal research. Researchers must be first authorized by the Director of the Reading Room.
2. The Reading Room is open Mondays-Fridays from 9:00am to 6:45pm and Saturdays from 9:00am to 1:00pm.
3. It is forbidden to take bags, briefcases, newspapers, document cases or other containers into the Reading Room. These items must be left in lockers assigned to each researcher by the Reception Office, which can

be found upon entry into the building. Exceptions are made for a small transparent bag or folder, which can, if necessary, be brought into the Reading Room. The Direction retains the right to inspect any personal items brought into or taken out of the Archives. Video surveillance is in operation in areas used by researchers.

4. The Reading Room can accommodate 54 researchers.

5. Upon entering the Reading Room, researchers must first legibly sign the register at the front desk.

6. For each calendar year and for each research topic, researchers must also fill out a Request of Access Form available at the front desk in the Reading Room. On the Form, indicate clearly (preferably in capital letters) your personal information, the research topic and the purpose of the research (art. 91 R.D. 2 ottobre 1911, n. 1163). By signing the form, the researcher consents to the Archive's use of the provided information according to the Code of Professional Ethics for the treatment of personal data for scientific purposes. Upon completion, the Form must be given to the Director of the Reading Room.

7. The researcher is required to donate a copy of his or her publication or thesis to the Archive's Library according to the provisions of the Central Office for Archival Property, as specified in the circular letter of 26 July 1985 (the provisions in this question have been reiterated in point 3 of the General Terms of the d.m. 8 apr. 1994, and circular letter of the UCBA on March 8. 1996, prot. N. 2.1286 / 8901.9).

8. Laptop use is allowed in the Reading Room. The use of digital cameras must first be authorized by the Director of the Reading Room (see below V. Digital Reproductions with Personal Cameras or Video Cameras). Mobile phones can be used if set to silent mode. Scanners are not allowed.

9. The inventories, research tools, and catalogs can be freely consulted. They must be put back in their proper place by the researcher after use. These items cannot be taken out of the room in which they are located without permission (see sector 2 on the map page 7). These items cannot be reproduced without the authorization, with the exception of ones in typescript.

10. Before making requests for material, researchers must request a numbered bookshelf on which their requests will be stored (in Sector 5). The bookshelf will remain assigned to a researcher for a week. Researchers who require longer periods must renew their bookshelves as needed. If a researcher finishes work before a week, s/he must alert the staff in the Reading Room. Once the research is concluded, the researcher should empty the shelf, by placing the material in the assigned areas for returns in sector 6 (see map p. 7). Researchers must also alert the staff that the shelf is now free.

11. A researcher may request until three of the principal units

Mondays through Thursdays: before 9:40 am and again before 12:20 pm.

Fridays: before 9:40 am

On Saturdays the Reading Room is open only for the consultation

Requests presented after the last round of distribution for a particular day are automatically accepted for the first round the following day at 9:40 am.

12. Requests for archival material are to be filled out on pads provided in the Room of Indices (sector 1, see map page 7). Requests should be written in capital letters. A separate request must be used for each principal unit used to conserve an archival collection (folder-busta, or box-scatola or register-registro, etc...)

13. A researcher cannot request archival material for anyone else. Consultation of documents is strictly personal and exchanging material with other researchers is not permitted without prior authorization from the Reading Room staff. A researcher cannot keep requested material for more than three months.

14. Once a researcher has registered at the Central State Archives, telephone requests are permitted ( tel. 0654548480) in the morning from 10:00 to 12:00 and in the afternoon from 2:00 pm to 6:00 pm. Telephone requests in the afternoon are delivered with the distribution at 9:40 on the next day. It also possible to reserve by sending e-mail to the address [acs.salastudio@beniculturali.it](mailto:acs.salastudio@beniculturali.it) which specifies to the subject: "Request Archival Material". In this last case, the request will be filed within two working days of receipt of the mail, with the exception of those received on Friday that will be escaped within the next 3 working days.
15. The staff assigned to the distribution of material will place requested material on the numbered shelves reserved for researchers. A researcher who wants to work for more than a week must renew the shelf each week.
16. Requested material can be picked up for consultation from the assigned, numbered shelf. A researcher cannot store more than four pieces on the shelf, and only one piece of requested material can be consulted at a time.
17. A researcher is responsible for the order and integrity of the documents under consultation.
18. In order to best protect documents, researchers are reminded to put files with the back of the cover turned toward the box's long and external side.
19. When a researcher has finished consulting a box, the pieces should be returned to the book shelves in sector 6 (see the map on page 7). When returning material, the research must make sure that the box of file is closed properly. If a piece is in a precarious state of conservation or problems are plainly visible, the researcher is asked to notify the staff.
20. To guarantee maximum tranquillity in the Reading Room, conversations among researchers must take place on in appropriate areas outside the Reading Room. Cell phone use is not allowed in the Reading Room.
21. Only graphite pencils may be used for taking notes in the Reading Room. It is strictly forbidden to bring into the Reading Room pens, ink, paste, staplers, scanners or any other instrument that could damage documents. Any action that could damage material or documentary containers is strictly forbidden.
22. It is forbidden to mix up the order of documents and files in whatever state in which they are found. It is also forbidden to mark up documents or files. If a researcher finds material in disorder, the researchers is asked to notify the personnel of the Reading Room.
23. If a researcher desires to reproduce material, the entire box containing the documents should be placed on the shelves in sectors n. 6 (see the map on page XX). Researchers are reminded to leave the documents selected for reproduction in the order in which they were found in the box or file and not to remove them for any reason.
24. Fees for reproduction must be paid in advance.
25. No one shall behave in a disorderly manner that might cause injury to people or property; nor shall anyone insult anyone.
26. It is forbidden to bring food or drink into the Reading Room. A snack room can be found in sector 11 on the 1<sup>st</sup> floor (see map page XX).
27. Anyone who fails to comply with these regulations, after having been forewarned, will be removed from the Reading Room, and in more serious cases, will be excluded provisionally or definitively from the Reading Rooms of all Italian State Archives. Violators will also be turned over to the judicial authorities for the restitution of any damages and eventual penal sanctions.

II. Confidential documentation (v. artt. 122-127 of D.L. 22 gennaio 2005, n. 42 Codice di beni culturali e del paesaggio and the D.L. 30 giugno 2003, n. 196 Codice in materia di protezione dei dati personali)

Documents conserved in the Central State Archives are freely consultable except those declared to be of a reserved nature regarding foreign or domestic policies of the Italian state (in which case they are consultable fifty years afterwards) and those that contain sensitive material relating to procedures of a penal nature (in which case they are consultable forty years afterwards). The term is seventy years if the material reveals the state of health, the sexual activities or reserved relations of a personal nature. For the consultation of these documents before the end of the time limit, the authorization of the Minister of the Interior is required.

How to make a request for these types of documents:

In observance of the current rules in matters of the consultation of reserved documents and of personal data, the procedure for requesting authorization is the following:

In a special request addressed to the Superintendent of the Central State Archive, the user must explain the research project and must indicate the archival series requested, as well as any and all information necessary for the competent authorities to decide whether or not to grant authorization. The form should be requested from and returned to a staff member in the Reading Room..

The user's request, after investigation by the Director of the Reading Room and with the judgment of the Superintendent of the Central State Archive, is sent to the Inspector for Archival Services of the Ministry of the Interior who may authorize the consultation in compliance with the Commission established by Article 123 of the legislative decree of 22 January 2004, n. 42.

The Central State Archive will inform individual researcher whether to accept the request consultation of confidential documents by sending the Ministry of Interior authorization decree. Obtained the authorization, the user can access the confidential documents.

The authorization to consult reserved documents and to reproduce in copies and facsimiles is strictly for personal use. The consultation of documents containing personal data must be in accordance with the Code of Professional Ethics for the treatment of personal data for historical purposes (D.L. 30 giugno 2003, n. 196) and that authorization to consult documents containing personal data does not release the user from penal and civil responsibilities for offenses or damages caused to persons or associations owing to improper citation of given names and surnames or for the circulation of information contained in the documents consulted.

### III Research by Correspondence

Archival consulting can be requested by correspondence by email ([acs@beniculturali.it](mailto:acs@beniculturali.it)), via fax (065413620) or by mail (P.le degli Archivi, 27 00144 Roma).

Requests must be addressed to the Sovrintendente [Superintendent] who will see to assigning the request to competent archival services. Replies are given within thirty days from the date of receiving the request.

For fees associated with mailing, accepted forms of payment and the use of reproductions, please see the price list and the dispositions that follow.

### IV. The State Central Archive's Copy Services

The reproduction of documents conserved in the State Central Archive must be authorized beforehand. All reproductions are done by the Copy Service staff. The staff can do reproductions of documents in photocopies, digital photography, digital scans and CD/DVD media.

How to make a photocopy request.

All requests must be authorized by the Director of the Reading Room. To request photocopies, one must fill out a form (available in the Reading Room) and follow these directions:

For each box, fill out a form with your given and surname, the date, the fonds and the archival series and for each folder, the total number of pages to reproduce. This form should be attached to each box. Within each box, use a strip of paper to identify the documents to be copied. On the strip of paper indicate the number of pages to be reproduced and attach the strip of paper with a paperclip to the document.

Documents must not be taken out of the order in which you find them in the box.

Fill out the summary page which will indicate what you have written on each form that was attached to the box or boxes and the total number of pages requested to be photocopied. The summary page should be submitted to the Bursar's Office for payment and, finally, clipped to one of the boxes. The boxes, thus arranged, must be placed in the appropriate shelves in Sector 6 (see the map page XX).

The consignment of reproductions vary according to the quantity requested and the workload of the Copy Service. Researchers requiring expedited service should inform the staff of the Copy Services in the morning. If the Copy Service's workload allows, researchers can receive expedited service paying three times the normal cost.

Reproductions in photo reproductions are not permitted in the following case:

Bound documents

Fragile documents that can be damaged or documents in a poor state of conservation

Topographical maps and designs larger than the dimensions of an A3 piece of paper

For the reproduction of books, the user must direct inquiries to the staff of the Library.

Copies are not allowed for newspapers or other periodicals.

Each researcher can ask for up to 800 photocopies per calendar year.

For the cost and use of reproductions for scholarly or commercial use see the price list and the dispositions that follow.

Copies for administrative purposes.

It is possible to request authenticated copies and copies that are certified to confirm to the contents of original documents.

#### V. Digital Reproductions with Personal Cameras or Video Cameras

After receiving authorization from the staff of the Reading Room, researchers can use personal digital cameras to reproduce archival material.

How to request authorization:

To request authorization, researchers must complete the following. Indicate on the appropriate form (available from the Reading Room staff) one's given and surname, the date, the name of the fonds and archival series, the number of the box, the total number of reproductions and the purpose (whether for research or commercial use). Once authorization is obtained and the fee is paid at the Bursar's Office, the researcher can make the reproductions in the day and hours established by the Director of the Reading Room. If required by the Director of the Reading Room, copies of the images must be given to the Archive upon completion of the work.

The fee for taking pictures of documents with one's own camera is based on each single unit of conservation (see price list).

For use of reproductions for research or commercial use, see the dispositions that follow.

#### VI. Reproductions of Film

The reproduction of films stored in the Central State Archive must be authorized beforehand.

How to request authorization:

To request authorization, researchers must complete the following:

Indicate on the appropriate form (available from the Reading Room staff) one's given and surname, the information regarding the film and the means of transfer. Once authorization is obtained and the fee is paid at the Bursar's Office, the transfer of the film will be made.

For cost and use of film transfers for research and cultural use or for commercial use, see the price list and the dispositions that follow.

#### VII. Rules Governing the Authorization to Publish Archival Material Stored in the Central State Archive and Copyright Permission (D.M. 8/4/1994)

In order to publish or use (for expositions, films, etc...) in facsimile archival material of the Central State Archive, the person making the request is required to send to the Superintendent a request for authorization to publish (see the form available in the Reading Room). The form must bear a stamp tax of € 16, 00 and include the archival call number of the material, the title of the work in which the reproduction(s) will be included, the type of destination of the reproduction(s) (i.e., exhibit, publication, internet site, etc...) and the purpose (commercial or didactic, educational, cultural, non-profit).

Once permission has been granted, the researcher must include the following in the publication:

The indication that the Central State Archive possess the edited document and the full archival call number of the material; and

The formula "permission granted by the Heritage Ministry and the cultural activities"

The terms of the authorization (Central State Archive, year, assigned number of the authorization provision)

In addition, the researcher must donate a copy of the work in which a reproduction is included to the Central State Archive.

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The authorization to publish is limited and valid in a single country in the first edition of the work; for additional uses, a specific permission must be requested.

The authorization to publish does not exonerate the researcher from the verification and from the settlement of eventual royalties owed to others for reproduced material.

#### Copyright

In the case of reproductions in facsimile of documents in print texts with a printing of more than 2,000 copies or with a cover price superior to €77.47, or on CD-ROM or DVD, as provided by D.M. 8 April 1994 by the Heritage Ministry and the cultural activities, the person making the request must pay to the Administration the following fees for publication rights according to the tariff.

In the case in which the reproductions of documents are destined by the requester for commercial purposes not mentioned above, the Direction reserves the right to establish the fees due and to stipulate the modalities on a case-by-case basis in accordance with comma 1 of Article 109 of the Codice dei beni culturali.

The tariffs are applied for each reproduction of each subject (D.M. 8 April 1994).

For publications in print texts with a printing of less than 2,000 copies or a price less than €77.47 or for periodicals of a scientific nature, the requester is exempted from the payment of copyright fees. In this case, the requester must make an explicit declaration to this effect in the request for authorization to publish. The request to publish on behalf of public entities are also exempted from copyrights if for developmental purposes and only then on the basis of agreements agreed upon with the Direction.

Reproductions of cultural material requested from the Central State Archives strictly for personal use or for study purposes cannot be duplicated, used for profit, released or sold to the public. The violation of this regulation results in the exclusion of access to State cultural institutions (superintendencies, museums, archives, libraries), as well as the application of sanctions provided for by relevant laws (D.M. of the Heritage Ministry and the cultural activities of 8 April 1994, art. 3).

#### VIII. Payment Method

All fees must be paid in advance at the Cash Desk which is open (except for temporary interruptions of service) from Monday to Friday from 9:00 am to 2:00 pm; Monday, Tuesdays Wednesday and Thursdays from 3:00 pm to 6:30 pm

Tel: (06) 54.54.84.83

Payment can be made by

postal giro account, made out to Archivio Centrale dello Stato, P.le degli Archivi, 27 - 00144 Roma - C/C 25895798

credit transfer to: Poste italiane S.p.A

CODICE (IBAN) [International Bank Account Number]: IT 57 S 07601 03200 000025895798

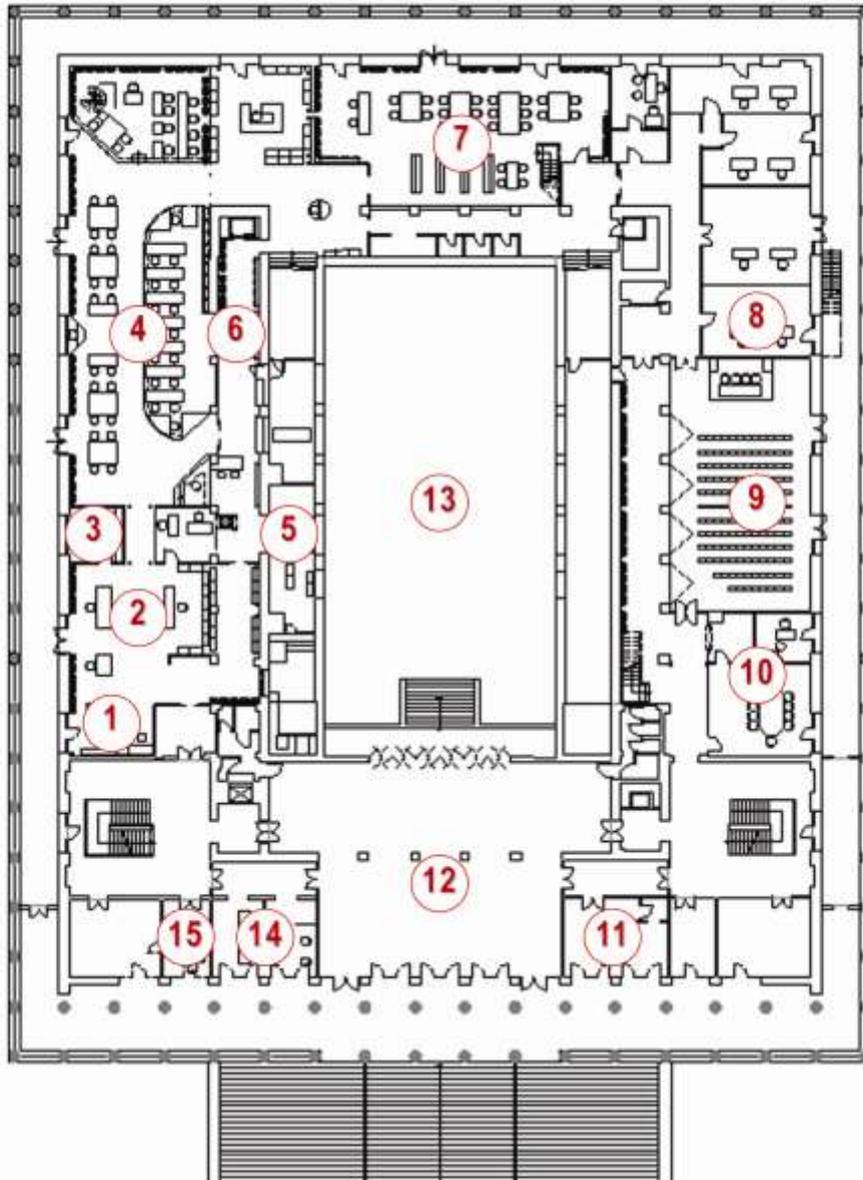
BIC [Bank Identifier Code]: BPPIITRRXXX

Please indicate in the reason for payment the words "photocopy", "scanning" and "expedition", or "copyright permission". For reproductions, once receipt of payment is received by the State Central Archives, via fax (06 5413620) or email, the reproductions will be sent to the indicated address.

Reservations.

The Management reserves the right to change or derogate from the present for the best functioning of the Reading Room provisions.

## The Direction of the Sala Studio



1. Orientation
2. Room of Inventories
3. Reading room' s direction
4. Consultation' s Room
5. Distribution
6. Re-archiving's Shelves
7. Library
8. Consultation Room of microfilm, DVD, VHS, etc.
9. Conference Room
10. Briefing Room
11. Food court
12. Hall
13. Homeroom
14. Photocopy Office
15. Cash desk

