

READING ROOM RULES

1. Research in the State Archives is open and free of charge.
2. To do research in the reading room you should get a permission card by the Direction; the card is valid one year and is strictly personal.
3. It is not allowed to introduce bags, briefcases and other containers. Inspections and controls may take place at the entrance and exit and CCTV is in use.
4. Before entering the reading room visitors should sign the daily presence book in a legible way.
5. To guarantee maximum silence in the reading room, conversation among scholars can take place only in designated areas. The use of cell phones is allowed only to take pictures of the documents.
6. Inventories and research tools are freely available to scholars, who will be responsible for replacing them after consultation. It is forbidden to take them outside the Inventory Room without authorization.
7. To protect and preserve documents, it is not allowed to introduce any kind of ink pen or marker and to put marks or numbers on the documents, if not authorized by the archivist in charge; scholars are also kindly asked to use the bookstands and sheets on the table to avoid touching with bare fingers the documents. It is forbidden to bring any kind of food or drink into the reading room.
8. You can consult loose papers on the reserved tables. You should not change the order of the papers and the files under any circumstances.
9. Only one item may be consulted at a time.
10. Please handle all the equipment in the Reading Room with care.
11. Documents can be maintained in deposit for 15 days from the request or last consultation. The continuous consultation of a document by the same person cannot exceed three months. The consultation of documents is strictly personal, and it is not possible to exchange files without written authorization by the original requester and by the archivist in charge.
12. The Direction can exclude from consultation and/or from taking pictures documents whose state of preservation makes such measure necessary.
13. Any request for consultation of reserved documents should be sent to the qualified Prefecture.
14. Scholars may consult books of the Institute's library unless they are in use to the internal staff.
15. Any scholar who uses documents from the State Archives as a source, should deliver a copy of the eventual publication or thesis to the Institute's library. In the case of a thesis, the student can state the conditions of use.

For anything not specified in this rules please refer to the legislation about State Archives (Legislative Decree January, 22, 2004, n.42, Code of the cultural heritage and landscape).

Opening hours

MONDAY	h. 8.30 - h.13,30
TUESDAY	h. 8.30 - h.17,30
WEDNESDAY	h. 8.30 - h.17,30
THURSDAY	h. 8.30 - h.17,30
FRIDAY	h. 8.30 - h.13,30

SATURDAY, SUNDAY AND NATIONAL HOLIDAYS CLOSED

Documents delivery timetable

New documents will be handed on Tuesday, Wednesday and Thursday. On Monday and Friday it is possible to deliver documents requested in previous days and documents in deposit or microfilms and digital reproductions.

Requests typically must be made at least one hour in advance:

Requests up to 9,29 – Delivery at 10,30.

Requests up to 10,29 – Delivery at 11,30.

Requests up to 11,29 – Delivery at 12,30.

Requests after 11,29 – Delivery on next delivering day at 10,30.

EVERY MONDAY AND FRIDAY YOU CAN CONSULT DOCUMENTS REQUESTED IN ADVANCE, DEPOSITS AND DIGITISED OR MICROFILM RESOURCES

MAXIMUM REQUESTS FOR A DAY:

**3 items (volumes/boxes/registers/folders/files/books)
or 9 loose letters
or 6 parchments**