



FONDAZIONE CASA BUONARROTI

Regulation Archive and Library of the Casa Buonarroti

Archive Admission

As provided by the Soprintendenza Archivistica e Bibliografica per la Toscana, the following are admitted to the Library:

- Universities professors and researchers, from the CNR and from other recognized research Institutes; for admission, are necessary the documents issued by the respective administrations;
- officers of Soprintendenze, Museums, Libraries, Archives; for admission, are necessary the documents issued by the respective administrations;
- PhD students and fellows; the certificates issued by universities and academies will be valid for admission;
- graduating students with letter of introduction from the teacher.

Persons meeting these requirement must request prior authorization from the Soprintendenza Archivistica e Bibliografica per la Toscana (<http://www.soprintendenzaarchivisticatoscana.beniculturali.it/index.php?id=218>), then arrange an appointment with the Casa Buonarroti's Director's office.

Library staff are required to register and - for the first time and once only - photocopy a document of recognition for all scholars.

All scholars are required to sign the attendance register and to deposit bags or other bulky materials. Laptops are allowed in the study room.

The use of food and drink inside the study room is prohibited.

Library Admission

Scholars are admitted by appointment with the Director's office, due to the limited space and the preciousness of the materials in consultation.

Consultation of rare and valuable manuscripts

No more than one work is delivered at a time in the case of manuscripts, and rare and valuable books. In the case of works in more than three volumes or files, marked by the same signature, three volumes or files will be delivered at a time.

The request for manuscripts, precious and rare is possible up to half an hour before closing. The limit of the request for manuscripts, precious and rare is maximum 5 per day. Scholars are prohibited from using writing materials other than lapis. The Library will take care of providing them to scholars who do not have one.



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Reproductions and photocopies

Photocopies and reproductions (photographs, digital acquisitions etc.) intended for publication or advertising must be requested, and subject to authorization by the Director of the Fondazione Casa Buonarroti. For photographic reproductions for study purposes, the authorization of the Library staff is sufficient.

Rare and valuable handwritten materials and all those that have particular conservation needs are excluded from photocopying.

Loan

The loan is excluded.