



REQUEST FORM TO CONSULT THE ARCHIVES

ARCHIVIO DELL'OPERA DELLA METROPOLITANA

REQUEST FOR ADMISSION TO THE READING ROOM

Name

Home address

Local address

Phone..... fax..... Cell phone

.....

e-mail.....

ID

requests admission to the Reading Room of the Opera della Metropolitana Archives for research on the following topic:

I agree to respect the rules of the Reading Room, which I have read, and to give the Archives a copy of any publication resulting from my research as specified above.

(Signed)

Date

Opera della Metropolitana
Piazza Duomo, 8 - 53100 Siena
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RULES OF THE READING ROOM

1) The Reading Room is open on Mondays (except holidays) from 9:30 a.m. to 1:00 p.m. and 1:30 p.m. to 5:00 p.m., and remains closed from 15 December to 10 January and the entire month of August.

2) Scholars are admitted for research purposes, upon presentation of a written request using the form provided here, indicating clearly the topic of their study and agreeing to respect the rules indicated and to give a copy of any publications, including dissertations, resulting from their research. Facsimile publication of documents preserved in the Opera archives is regulated by the Opera administration on a case-by-case basis.

3) A limit of six files or twelve parchments (or similar documents) may be consulted per session. The Administration reserves the right to adopt special precautionary measures in the case of particularly fragile documents.

4) The files or documents requested will be held in the Reading Room until the researcher has completely finished with them. If the researcher does not come in for six consecutive sessions without making prior arrangements, the documents will be returned to the shelves.

5) The documents consulted must be returned to the librarian ten minutes before closing time, in perfect order (folders closed and tied, parchments rolled, etc.).

6) It is strictly forbidden to:

- Smoke in the reading room or bring any easily inflammable materials into the room;
- Bring any food or drink into the room;
- Place a pen on the documents being examined;
- Use any chemical means to enhance the legibility of faded ink or palimpsests;
- Bring bags or briefcases into the room; these must be deposited with the librarian.
- Bring inkwells or other objects that might stain or damage the documents in any way;
- Disturb the silence of the reading room.



The Archive Librarian, who is available for any clarification or explanation of the above rules, is charged with ensuring proper respect of the rules and has the right to propose to the Administration the exclusion of transgressors from use of the archives. In the case of special needs, the Administration may adopt appropriate measures to facilitate access to the archives.

7) Requests for photographic reproductions of documents in the archives must be made in writing, specifying in detail the documents to be photographed, the type of reproduction desired, and their intended use.