

LA GALLERIA

NAZIONALE

Archives - Regulations

Archives are permanent structures which gather, inventorize and preserve original documents of historical interest that can be consulted for study or research purposes.

As provided by the Italian laws of archiving, access to the archives of the Galleria Nazionale d'Arte Moderna e Contemporanea di Roma is free for reading, study and research purposes.

The 'Archivio Fotografico' (Photographic Archive) cannot be consulted in situ
– email paolo.dimarzio@beniculturali.it or call +39 06-3229-8309 for inquiries.

Consultation Regulations

As provided by the Italian archival legislation, access to the Archives of the Galleria Nazionale d'Arte Moderna e Contemporanea is open to scholars and researchers working on documents pertaining the archive.

1. Access (and appointment) to the archive is obtained upon request (via a Form), which should be sent to the pertaining archive's email address. Before any research, consulters should refer to Staff to confirm any correlation between the subject of study, and the archival resources.
2. All archives – with the exception of the 'Archivio Fotografico' (Photographic Archive) – are open from Monday to Friday, from 9:00 am – to 1:30 pm.

All archives are closed in August – there may be other occasional closings for operational reasons.

3. Each consulter can request up to 5 sources a day.
4. Consultations lasting more days may request a storage space to the Staff – limited to the days of consultation.
5. Sources can only be consulted in situ.
6. Consulters should present a valid ID, and sign a daily registration form.
7. Before accessing the Archives, any bag, folder, newspaper, book, magazine, printings, etc should be stored in the assigned boxes at the entrance. The staff is not responsible for any of the content in them.

Only notes-sheets, laptops and worksheets are allowed in the consultation room.

Cameras and scanners are only allowed upon request.

8. Consulters must respect silence. Low conversations with Staff on matters pertaining to documents and research are allowed. Phone calls and smoking are forbidden.
9. Consulters can only access sources requested in their name.

10. Documents should be handled with the highest regard. Notes of any sort (also with pencil) are forbidden. Worksheets and notes-sheets should not touch any of the sources.

In case of documents containing unstapled or unfolded pages, the consulter is called to keep the exact assigned order throughout the consultation.

Documents should remain in one place. They cannot be transported within the room.

11. Consulters must open one folder at a time.
12. Once the consultation is completed, the consulter should return the document, making sure it is closed. In case the source is presented in precarious state of conservation, the consulter is called to report to Staff.
13. With the exception of documents pertaining foreign, or interior political affairs – published after 50 years from their issuing – all documents are consultable. Documents containing sensitive data on private people (providing ethnicity, racial origin, religious, philosophical and political beliefs, as well as affiliation to associations, political parties, and trade unions) can be consulted after 40 years – with the exception of data deliberately released by the person before the term. Documents containing data on health conditions, sexual habits, and private family matters can be consulted after 70 years. Documents containing past penal sentences – registered at the ‘Casellario Giudiziario’ – can be consulted after 40 years.
14. Authorizations from the institute’s Director are required in case of full, or partial publication/transcription of document(s). Publications must faithfully respect the document’s text/transcription.

As provided by the law, two copies of the authorized publication should be sent to the Institute.

15. Consulters breaching any of the rules in this paper may be – after a first warning – expelled from the Archive or, in more serious cases, temporarily/definitively banned.

Consulters stealing or damaging the sources will be deferred by the judicial authority.

16. For a better functioning of the study room, the Director Office may amend the following text.

Reproduction and Publication Regulations

1. As provided by law n. 124 art. 171 – 4 August 2017, free reproduction (with the consultant's items, and no flash) is allowed.
2. Documents and photographs can be reproduced upon completion of a form.
3. See the 'Reproduction Services – Fares Form' for instructions on payments.
4. Publications or reproductions (also partial) of a document or a photograph must be authorized by the Institute's Director (via a Form).

Publications must show the document's identification number. In case of photographs, the quote "Roma, Galleria Nazionale d'Arte Moderna e Contemporanea" must be cited.

While citing the source in the credits, the quote "Roma, Galleria Nazionale d'Arte Moderna e Contemporanea. Su concessione del Ministero dei Beni e delle Attività Culturali e del Turismo" must be cited. The citation must also explicitly forbid any further reproduction or duplication of/in any form.

As provided by the law, two copies of the authorized publication should be sent to the Institute – future authorizations may not be otherwise granted.

5. Photographic authorization to publish is untransferable and it is granted only once.
6. Copyright and author's royalties (credits and royalties to photographs or heirs) may be exempted – if law L.22/04/1941 n. 633 applies.

*Upon concession of the Ministry of Cultural Heritage and Tourism. Rome, Galleria Nazionale d'Arte Moderna e Contemporanea."

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Ministero
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