

BIBLIOTHECA HERTZIANA

MAX PLANCK INSTITUTE FOR ART HISTORY



Terms of Use for the Library and Photographic Collection

1. Admittance to the Library and Photographic Collection

- (1) The Bibliotheca Hertziana is a research institute of the Max Planck Society. As it is not a state-owned public facility, individuals do not have any legal rights to demand unconditional admission. For the consultation of the Library and Photographic Collection researchers may apply for a user pass under the following conditions:
 - proof of doctorate in the field of art or architectural history (copy)
 - official letter of recommendation from a university or research institution
 - completed application for admission
 - identity card or passport
 - passport-sized photo.
- (2) In exceptional cases, the Institute shall grant temporary admission of 10 or 25 days to doctoral students who present an official letter of recommendation from the student's academic supervisor and a plan of his or her work project.
- (3) When the user pass is issued, the user will also be required to sign a document acknowledging the Terms of Use currently in effect.
- (4) The pass is valid for one year from issue and may be renewed after it expires.

2. Opening Hours

The opening hours of the Library and Photographic Collection are established by the directorate of the Institute. The Library and Photographic Collection may, on special occasions, be entirely or partially closed for a short time or restricted in their use. Such closures will be announced through postings and on the Institute's home page (www.biblhertz.it). The Institute can be accessed only with a valid user pass through Via Gregoriana 30.

3. General Rules

- (1) No guarantee for admission can be given as the number of workplaces in the Institute is limited. Workplaces are assigned, and may not be reserved.
- (2) Jackets, coats, and handbags must be stored in the allocated cloakroom lockers. The Bibliotheca Hertziana assumes no liability for stored objects.

- (3) Users may only bring a limited number of personal work materials into the Library and Photographic Collection. These materials must be unsolicitedly exposed both when entering and leaving the Institute. The Institute's staff is authorized to carry out inspections.
- (4) Strict silence must be maintained in all reading areas, with the exception of the group workroom on the first basement floor. The use of mobile phones is not permitted.
- (5) Bringing food and drink into the Library and Photographic Collection is not permitted.
- (6) Smoking is strictly prohibited in all rooms that are monitored by smoke detectors. Should a violation of the ban lead to activation of the fire-extinguishing system, the party responsible shall be liable for the resulting damage.
- (7) The Institute Library and Photographic Collection are strictly reference facilities, and materials are not loaned out. Any attempt to remove materials from the Library or Photographic Collection is considered to be theft to which the Institute will respond with adequate measures of punishment.
- (8) Holdings must be handled with diligent care; entries or underlining of any kind, applying adhesive labels, folding over pages, etc are not permitted. Any existing damage must be reported to the staff. The Institute reserves the right to demand compensation for material damage or loss of any kind.
Users are obliged to comply with the provisions of these Terms of Use as well as any instructions issued by staff of the Institute.

4. Use of the Library

- (1) Users may consult books only in the areas provided for that purpose. Books must first be checked in at one of the self-check stations provided.
- (2) To return books, they must be checked out at the self-check station, then placed on the scaffolds provided for that purpose. You are asked to do this on the floor from which you have taken the books. Before leaving the Library, users must prove that they have returned all books by presenting the exit receipt from the self-check station. Users may deposit up to eight books at the information desk for the next three working days.

- (3) Books not available in the open shelves area must be ordered electronically and picked up at the information desk.
- (4) Unbound issues from the periodical shelves may not be taken to the workplace, but must be consulted in situ.
- (5) Rare books must be ordered at the information desk and may only be consulted in the specific rare book reading areas. Such books may not be scanned, photographed, or copied. If the work in question can be consulted online or a reprint is available, the item will only be handed out, if valid reasons demand consultation of the original.
- (6) The Library is authorized to electronically store and process any data required for the order and lending process.
- (7) Copies may be made of Library items, subject to the following conditions: the scanner provided for this purpose may only be used 15 minutes at a time. Users are solely responsible for complying with copyrights, personal rights, and other third-party rights when scanning or using copies. In particular, users should note that under Italian law, only up to 15% of a copyrighted book may be copied.

5. Use of Basement Floors

The use of basement floors is permitted only by request and under observance of special safety instructions. Page 4 of this leaflet explains these instructions in detail. Upon acknowledgement of these Terms of Use, users declare that they have received, read, and understood the contained information and that they will comply with all its parts.

6. Use of Photographic Collection

- (1) The Photographic Collection is located both on the 2nd floor of the new building and in the adjoining rooms of the Palazzo Zuccari. The Photographic Collection staff is available to answer questions and provide assistance.
- (2) It is not permitted to take photographs away from the Photographic Collection. Photographs may only be consulted at the Photographic Collection desks. Books may also be brought to these desks.
- (3) Individual photographs, but not suspension files, may be removed from the filing cabinets.
- (4) Users may bring photo storage boxes to their desks. The order of folders in boxes must not be changed. Users must return the photo storage boxes to the shelves.
- (5) Photographs taken from suspension files or boxes must be returned to the designated spots.
- (6) Photographs can be reserved (maximum 30 photographs) at the Information desk for a period of three days.
- (7) Photographs must be handled carefully and may only be touched on the cardboard border. Adding inscriptions of any kind is prohibited.
- (8) Old photographs (rare items) and large-format photographs may be consulted upon request at the Photographic Collection Information desk and

only in the areas specifically designated for that purpose.

- (9) Taking pictures or scanning photographs is not permitted. A limited number of PDF copies for study purposes only may be ordered from the Photographic Collection Information desk.
- (10) The use of the ladders in the Salone Zuccari is at one's own responsibility and risk.

7. Use of Electronic Resources

- (1) Users of electronic resources must comply with legal regulations on copyright protection as well as any licensing conditions which apply to the given resources.
- (2) In general, the following rules apply in this regard: Access to content may not be provided to unauthorized third parties or to the public. Content may only be downloaded in small amounts, and is permitted only to a limited extent. Saving content is permitted only for personal purposes. Resources may not be used for commercial purposes. Systematic downloads as well as automated indexing of content are both prohibited.

8. Use of WLAN / Internet

- (1) The Bibliotheca Hertziana provides free Internet access via WLAN. The Institute cannot provide technical support for installing the connection onto user devices.
- (2) Access data is available at the entrance desk of the Institute and is limited to one day at a time.
- (3) An Internet account may only be used by the user him/herself. Use of the account by other individuals and the sharing of passwords is not permitted.
- (4) Commercial use of the network or of data received via the network is not permitted.
- (5) Any technical flaws or security breaches which are discovered must be reported immediately to the Bibliotheca Hertziana.
- (6) Any misuse of the network is prohibited. The following rules in particular apply in this regard: Users may not violate applicable protective regulations such as the penal code, laws for the protection of children and youths, individual rights, copyrights or data protection laws. Any form of obstructing and/or disrupting network operation through experimentation and/or massively loading the network is prohibited.
- (7) Data traffic is logged anonymously and in accordance with legal regulations. In the case of malfunction or suspected misuse, the Bibliotheca Hertziana is authorized to inspect all data existing in an account.
- (8) Exclusion from liability: the Bibliotheca Hertziana assumes no liability for any damage which may arise to personal user computers within the Institute. In particular, the Bibliotheca Hertziana shall not be liable for any files and system settings which were deleted or modified by malware. In addition, the Bibliotheca Hertziana shall not be liable for any hardware damage, theft or destruction of data and programs, or material or non-material damage

which may arise as a result of accessing open resources on personal computers connected to the WLAN.

9. Data Protection

- (1) The Bibliotheca Hertziana is authorized to collect, manage and store personal data to the extent that this is necessary for fulfilling its responsibilities. In the process, the Institute observes regulations on data protection.
- (2) The Bibliotheca Hertziana is monitored by the use of video cameras. The personal data produced by these cameras is subject to the data protection provisions prescribed by the Italian legislative degree D.lgs. 196/2003.

Rome, 1 March 2018

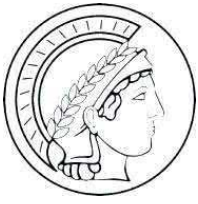
- (3) Users making use of their own PCs are solely responsible for protecting their own personal data.

10. Exclusion From Use

- (1) Any user who violates these Terms of Use or instructions from the staff of the Institute may be temporarily or permanently excluded from use of the Institute.
- (2) The same applies when continuing the user relationship becomes incompatible for any other reason. All obligations arising from the user relationship shall still continue to exist following exclusion.
- (3) In the case of especially serious violations, the Institute is entitled to notify other Institutes of the exclusion and of the reasons for it.

signed, Prof. Dr. Tristan Weddigen

Executive Director



BIBLIOTHECA HERTZIANA
MAX PLANCK INSTITUTE FOR ART HISTORY



Information on Use of Basement Floors

Basement floors are equipped with an automatic inert gas fire extinguishing system.

As this gas spreads, it dispels increasing amounts of oxygen. As a result, it is absolutely imperative for users to leave the basement floors through the nearest emergency exit immediately, as soon as they hear the first alarm signal.

Emergency exits are indicated by the following signs:



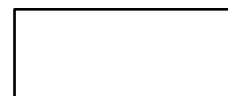
The path to the nearest emergency exit is indicated by green arrows on the floor.

In case of an alarm, the fire doors will close automatically. However, they may still be opened at any time by pressing the panic door locks.

Doors must not be kept blocked in an opened position.

IMPORTANT: In case of an alarm, you must leave the building immediately, without first returning to your workplace! Lifts may not be used in case of an alarm.

Personnel instructions issued over the loudspeakers located in all rooms must be observed.



user pass no. / valid until
(will be filled out during registration)

Application for Admittance for Use of Bibliotheca Hertziana Library and Photographic Collection – Max Planck Institute for Art History, Rome

A valid user pass is all that is required to use the Library and Photographic Collection. Institute management is available at the following times to issue or renew passes: Monday, Friday 9:30 a.m.–11 a.m.; Wednesday 3:30 p.m.–5 p.m.

New pass:

The following documentation must be presented for a new user pass to be issued:

- identity card or passport;
- proof of doctorate (copy);
- official letter of recommendation from a university or research institution;
- completed application for admission;
- passport-sized photo.

Renewal:

Renewal only requires that the current user pass be presented. Temporary passes limited to 10 or 25 days shall be renewed only upon presentation of **all** documents as well as proof that renewal is necessary. Users whose passes no longer have an available field for renewal as well as users whose pass was issued and last renewed before the Library and Photographic Collection re-opened in February 2013 must complete and sign this form in order for their pass to be renewed.

Last name: _____

First name: _____

Academic degree: _____

Address: _____

Temporary address: _____

Tel.: _____

Email: _____

Form of ID: _____ ID number: _____

Nationality: _____ Institution: _____

Research topic: _____

- I acknowledge the Terms of Use and promise to comply with them.
- I declare that I have read and understand the safety instructions on using the basement floors of the Library and will comply with all parts of these instructions.
- I would like to subscribe to Bibliotheca Hertziana's monthly newsletter: YES NO
- I agree to the processing of my personal data (name, surname, email address) in order to receive the monthly newsletter

Place, date

Signature