

**UFFIZI GALLERIES  
DEPARTMENT OF PRINTS AND DRAWINGS**

***Study Room Regulations***

A specific pass is required to enter the Study Room. This is issued after presenting a letter of introduction and a valid identity document.

Persons using the Study Room are also required to sign an attendance register.

It is not permitted to make copies of original works. Any copies must be made from facsimiles, photographs or publications owned by the Department.

The following items may not be taken into the Study Room: bags, food, drinks, coats, umbrellas.

There is an area where lockers and coat racks are available to the public.

Cell phones must be switched off or set to silent.

Requests for works are made by listing the inventory number on the relevant form, which must also be completed with the full name, address and signature of the person submitting the request.

Due to the need for the lending staff on duty to keep the works under direct supervision, the number of pieces that can be consulted on a single day will depend on the number of persons using the room, the number of artists and the number of drawings by individual artists to be viewed, as well as the type of works required (loose drawings in small or large sizes, works in passe-partouts, framed works, volumes). For example, without wanting to exhaust all possible varieties of request, in the case of a single artist with drawings stored in passe-partouts, it is possible to view up to six folders (each folder contains around 20 passe-partouts); while, in cases of different artists with single drawings, it is possible to examine a maximum of ten works.

For conservation reasons, drawings dating back to before the mid-16<sup>th</sup> century are not available for consultation (in particular, works by Andrea del Sarto, Botticelli, Fra' Bartolomeo, Leonardo Da Vinci, Mantegna, Michelangelo, Paolo Uccello, Pollaiuolo, Pontormo, Raphael, and Verrocchio), unless for specific scientific requirements which, subsequent to a written application, will be assessed by the Director.

The only writing instrument allowed in the Study Room is a pencil. It is possible to use personal computers (laptops), powered by their own batteries.

Works must be consulted with extreme care and gloves must be worn at all times. The passe-partout frames or single sheets must be placed one on the other without turning them. Passe-partouts cannot be opened and the sheets cannot be lifted unless for justified study needs and with the authorization by the Department's staff.

Photographs, which are in specific containers, are free for consultation. The containers must be returned to their place by the user, and the photographs they contain must be kept in their original order.