

Uffizi Galleries Department of Prints and Drawings

Study Room Regulations

Opening times:

Wednesdays and Fridays 9am-1pm; Thursdays 9am-5pm (by appointment only)

Before your visit

Visitors are only permitted to enter the Study Room with valid proof of identity and a letter of introduction from the body or cultural institute to which they belong, stating the specific purpose for the visit and research.

The time of the visit must be arranged with the staff (email ga-uff.gds@beniculturali.it), at least 14 days beforehand, and stating: name, surname, address, date or period of the visit, reason for consultation, list of works to view and the inventory numbers of same. For the drawings, please consult the website <http://euploos.uffizi.it/>. The staff will then send notification should any of the works be out on loan or unavailable for consultation.

As it is not possible to view more than two folders per single artist or ten sheets by different artists in a single day, research visits may require more than one day. We advise visitors not to make any travel arrangements until we have provided our own confirmation as to the number of days required for the visit. People with disabilities are kindly asked to inform the Department of any specific needs in their reservation email, so that their access can be facilitated as possible.

Group visits

Group visits must be booked at least four weeks in advance and will require permission from the management. The organizing body must send a request to the following email address segreteria@beniculturali.it, stating the reason for the visit, the number of participants (a maximum of 10), their names and the details of a valid identification document, and a list of the works to be consulted (a maximum of 10). Each member of the group must bring the same valid identification document as previously communicated.

The person in charge of the group undertakes to abide by these regulations and will sign a specific form, while all participants are obliged to sign a visitors' book. During the visit, the speaker must maintain a certain distance from the work and direct their speech towards the other group members, never towards the work. Protective screens may be placed at the discretion of the management.

During the visit

Visitors to the Study Room are required to sign the visitors' book, the form requesting the works and a statement acknowledging that they have read and agree with the rules.

The user will check the works, together with a room assistant, both when the item is brought out and when it is returned; both will sign the above-mentioned form. Works must be returned thirty minutes before the Study Room is closed in order to allow the necessary inspections to take place. It is not possible to paint or draw in the Study Room.

No bags, food, drinks, chewing gums or sweets, coats, or umbrellas are allowed in the Study Room. Lockers and coat hooks are available to the public at the entrance. Any work tools to be taken into the consultation room must be shown to staff beforehand (all cases must be opened and their contents shown).

The only writing instrument permitted inside the Study Room is a pencil. Laptops are permitted. Cell phones must be switched off or set to silent.

It is not permitted to disturb others using the room by speaking or making noise. The work area must be kept clean and tidy for the whole study session.

Works must be consulted with the utmost care.

Hands must be kept clean: scholars are required to wash their hands at the start of any working session.

Nitrile gloves are available in the Study Room and must always be worn in specific cases, such as damaged skin, nail polish and cream.

Scholars using the room must wear a protective face mask. These are available in the Study Room. No surfaces of any of the works can be touched. Ties must be tucked inside shirts. Jewelry with pendant features, identification badges and scarves may not be worn.

Works must be handled one at a time, using both hands. The protective tissue paper must be lifted from the work and never slid across its surface.

Sheets without passe-partout frames must be placed on a rigid backing, which is available in the Study Room, and laid flat for consultation.

Never mix groups of loose works or works mounted in passe-partout frames.

Passe-partout frames must be stacked tidily without turning them over or leaving their edges to be aligned later.

Passe-partout frames cannot be opened without a valid study-based reason and only further to permission from the staff in the room.

Any study that involves viewing the reverse side and any transillumination or microscope analysis must be agreed beforehand.

For bound works, it is necessary to turn one page at a time, from right to left, and re-inserting any protective tissue paper neatly. Closed volumes must be moved using both hands, keeping one to support the spine.

In the event of an emergency, it is necessary to follow the instructions given by the staff.

Any user contravening the regulations of the Study Room will be refused use of the consultation services.

Library and Photograph Library

The library catalogue from the Study Room can be consulted online at <http://www.irisfirenze.org/index.php>

Books can be taken directly from the shelves, although the staff will be responsible for replacing them on the shelves.

Gloves must be worn when consulting rare books and inventories, which must be placed on the proper bookstands; pages can be turned aided by acid-free paper, provided by the staff in the Study Room.

The Photograph Library can be consulted freely. Containers of photographs must be returned to their places by users and their contents kept in order.

Photographs and publishing permission

Personal photographs must be agreed with the staff beforehand, according to the type of editing and placing the need to protect works before all else.

Photographs of the reverse side of sheets are only possible in the event that these are not available on the Euploos website.

All requests for new photographs or reproductions must be sent to the Photographic Department at the Uffizi Galleries (ga-uff.fotografico@beniculturali.it).

To publish any image of works belonging to the collections of the Uffizi Galleries, authorization must be requested from the Department of Rights and Reproductions (ga-uff.permessi@beniculturali.it).