



Ministero della Cultura

GALLERIE DEGLI UFFIZI

UFFIZI LIBRARY RULES

Art.1 Nature and aim of the Institution

The Library of the Uffizi is a specialised library for the study, research and updating of knowledge in the sphere of history of art. Its aim is to favour cultural growth by promoting the history and tradition of the cultural heritage.

Art 2. Direction and management

The structure is directed by Head of the Department of Libraries and Archives, Ms Carla Basagni, who is responsible for guaranteeing and promoting the management, promotion, and full development of the Library.

Art. 3 The Library collections

The assets of the Library service consist of books and documents belonging both to the historical collection and to the contemporary collections. These can be viewed in the Iris database www.iris-firenze.org.

Art 4. Access

Visitors may access the Library during the opening hours without limitations and free of charge. Members must be at least 16 years old. To join, valid proof of identity must be presented. Each member shall be issued with a personal library card and will be responsible for its use. The collections are kept in an open shelf system. Any material not available in the open shelf system must be requested from the librarian.



All researchers must sign the guest register and leave bags or other bulky materials in the lockers provided. Laptops may be taken into the study rooms.

Art. 5 Consultation of rare and valuable manuscripts

For the consultation of the rare and valuable manuscripts in the Historical Library, the librarians shall register the catalogue number of the items loaned in the guest register and in the notebook provided in the manuscript room.

No more than two manuscripts shall be loaned for consultation at any time. In case of works consisting of more than three volumes or files identified with the same catalogue number, up to three volumes or files will be loaned at a time.

Rare and valuable manuscripts can be requested up until half an hour before closing time. No more than 10 rare and valuable manuscripts can be loaned for consultation per day.

Researchers must not use any writing instruments other than a pencil. The Library shall provide pencils to researchers who do not have one.

Art 6. Reproductions and photocopies

The documents of the Library may be reproduced for study reasons, should the condition of these allow this, and in compliance with the copyright law in force, Italian Law 248 of 2006. The documents may only be copied inside the Library.

Copies made for publishing must be authorised by the Permissions Office ga-uff.permessi@beniculturali.it and will be subject to payment, in compliance with the provisions of Italian Ministerial Decree of 8 April 1994 as amended and Italian Ministerial Decree of 20 April 2005.

Art 7. Lending

Books can only be loaned to employees of the Uffizi Gallery.

The following items cannot be loaned:

- Books published over 80 years ago; multi-volume works;
- Magazines;
- Miscellaneous;
- Series of books;
- Works located in Section V;
- All documents that the Library deems it appropriate to preserve, due to their state of conservation.

Users undertake to return the borrowed materials in the same condition of preservation as when they were received. Users must ask the Library personnel to note any faults and anomalies at the time of borrowing.



Art.8 Rules of Conduct

It is forbidden to:

- smoke in the rooms and areas of the Library;
- use mobile phones in the study rooms;
- write on the books or, in any case, damage the documentary material in any way;
- consume food and/or beverages;
- keep the locker keys or leave objects unattended.

Users and visitors are invited to behave appropriately, with good manners and with respect for the tranquillity of the other users and the rules of the Institution. The Library staff shall reprimand any user behaving inappropriately and, in the most serious cases, may invite them to leave the Library.

