



OPERA DI S. MARIA DEL FIORE
DI FIRENZE

Regulations for Consulting the Historical Archives

Scholars using the Historical Archives of the Opera di S. Maria del Fiore are kindly requested to read the following regulations governing consultation in the Study Hall:

1. The Historical Archives of the Opera di S. Maria del Fiore are private archives open to the public.

Opening hours:

Monday, 2.00 pm to 6.00 pm

Wednesday, 9.00 am to 1.00 pm

Friday, 9.00 am to 1.00 pm

To facilitate organisation, please contact the archivist to arrange the date of your visit. Failing such an arrangement, admission cannot be guaranteed.

2. No bags, briefcases or containers of any kind may be brought into the Study Hall. Scholars should leave all such items in the lockable storage lockers provided on the floor below.

3. No scholar may consult more than 6 (six) items in any one day.

4. At the end of each session, scholars may request that up to 4 (four) items be set aside in their name.

5. Items which scholars intend to return must be placed on the trolley provided in the Study Hall.

6. The archivist is the sole judge of whether a scholar may consult more than one item at a time, basing his/her judgement on available space and on the scholar's real research requirements.

7. Scholars may not consult manuscripts set aside for other scholars or returned by other scholars to the trolley without the archivist's prior permission.
8. Folders or files containing unbound sheets or materials must be returned with the contents in the same order in which the scholar received them. Scholars noting any anomaly in a folder or file are kindly requested to draw the archivist's attention to the matter.
9. Scholars are strongly urged to use the lecterns provided when viewing items, insofar as the item's physical structure allows.
10. Scholars may not lean on items of study or touch any inked parts with their fingers or with any object likely to leave a mark on the item.
11. Scholars may not use pens or felt-tip pens. The use of pencils and laptop computers is permitted.
12. While in the Study Hall, scholars may not eat, drink, talk in a loud voice, use a mobile phone or behave in any way likely to disturb other scholars present in the hall. Scholars may use the cloakroom on the floor below for brief conversations or exchanges of opinion.
13. Scholars must register in order to access the Internet with their own laptop computers using the Study Hall's WiFi connection.