

New Reading Room Rules (COVID-19 update)

ACCESS TO THE INSTITUTE FOR SCHOLARS, RESEARCHERS, STUDENTS, USERS

The Study Room is open to the public from Monday to Friday, from 8.15 am to 2.15 pm.

To use the services of the Institute, the user who accesses the Archive for the first time in the current calendar year (therefore also in the case of renewal of the card) must fill out and send the application form, attaching a scan of his/her valid document of identity (identity card, passport or driving license), through the booking system accessible at <https://www.prenotazionearchiviodistatomilano.beniculturali.it/>. Users access the Study Room after booking the material they intend to see and the day and time of access, through the booking system accessible at <https://www.prenotazionearchiviodistatomilano.beniculturali.it/>. In case of necessity, a telephone consultation can be requested from the archivist on duty, calling n. +39 02 7742161.

Users are provided with the health protocols to follow together with these Regulations.

The access to the Study Room is allowed to **no more than 9 people per day**. The electronic list of admitted users for each day is available at the entrance.

Each user can reserve up to 4 archival pieces per day.

At the time of booking, the staff will indicate to users the day and time of the consultation, the locker number and the assigned table number.

Before each access, users send a self-declaration stating that they have not met people suffering from coronavirus.

Access is not allowed to users who arrive at the Institute without wearing their own protective equipment and to people who have not booked entry and do not appear in the list of visitors of the day.

Users access the Institute one at a time, after checking their body temperature by means of a thermo scanner totem positioned at the entrance, which they will perform independently. The collected data will be deleted immediately.

If the temperature exceeds 37.5 °, access to the Institute is forbidden. People in this condition are momentarily isolated; they must contact their doctor as soon as possible and follow the instructions.

At the entrance, users must:

- wash their hands in the bathroom located near the reception, using the antiseptic soap (please follow the arrows and the signs);
- remove their personal protective equipment and throw it into the specific trash bin or put it back inside their bags to be reused when leaving the Institute;
- wear only the devices made available by the Institute (masks bearing CE mark). Masks are to be worn correctly and changed regularly (every four hours or when removed to eat or drink).

Scholars must wear masks during their entire stay in the Institute, frequently sanitize their hands and respect safety distances (minimum 1.5 meters), avoiding gatherings in places they can access.

PATH OF USERS TO REACH THE STUDY ROOM

The Study Room is located on the first floor.

Climbing the stairs (to the left of the porter's lodge), users must follow the arrows showing the path, walking along the portico that flanks the Sala degli Affreschi and then turning left to reach the entrance. Once in the first floor lobby, users must put their personal effects in the lockers assigned to them, as well as computer cases, bags, folders, folders, notebooks, containers and cases of any kind, pens, markers, coloring materials, food, drinks and any kind of objects and substances likely to damage records.

Users can bring into the Study Room only graphite pencils (without erasers), loose sheets no larger than A4, laptops or tablets without custody.

No material will be provided by the staff of the State Archives of Milan.

Users reach the Study Room one at a time through the Inventory Room and sit at the table assigned to them at the time of booking.

EXAMINATION OF THE RECORDS IN THE STUDY ROOM

On the table given to them, users find:

- the archive registration card bearing annual validity (in case of first access in the calendar year);
- the reserved records (registers, boxes, etc.);
- the envelopes or sheets in which they will have to put the records to be quarantined for seven days at the end of the consultation;
- the labels with the quarantine end date of the documents (after seven days from the end of the consultation) and which must be inserted into the envelopes containing the examined records.
- bookmarks;
- the forms for requesting reproductions of documents by their own means or by the Photo Reproduction Section of the State Archives of Milan.

Users must not:

- open more than one folder at the same time;
- disrupt the arrangement of documents and files, in whatever state they are;
- use any type of material capable of altering the documents as well as underlining them not even with pencil, nor writing on the material consulted;
- alter, bend and damage the document supports in any way;
- make a tracing of a record;
- damage or remove containers, seals, ribbons and bindings of any kind;
- insert among the documents bookmarks other than those provided by the staff in the room to temporarily indicate the documents to be reproduced in photocopies or photographs;
- place records anywhere other than on their reading room desk;
- use microphones or devices made for any type of recording;
- disturb the study room;
- use mobile phones to make or receive phone calls in the study room;
- sit together, at the same table in the study room, with other people;
- examine or reproduce records requested by other users;
- use telephones, computer stations and other Institute tools.

Users must:

- report any archival arrangement problems found in the folders to the archivist on duty;
- promptly notify the archivist on duty of any missing documents reported in the inventories or in other finding aids.

Users can examine only **one piece at a time**. For the simultaneous consultation of complementary items (e.g. headings and notarial deeds), the consent of the archivist officer on duty is required.

Fund requests: *Bolle e brevi*, *Cimeli*, *Diplomi e dispacci sovrani*, *Museo diplomatico*, *Pergamene per fondi*, *Autografi*, *Frammenti dei registri ducali*, *Galletti autografi*, *Carteggio Rosini*, *Sigilli* will be registered through the study room management system.

It is not possible to process requests for pieces which are already in consultation or stored at the photo-reproduction offices or in quarantine.

The paper finding aids located in the Inventory Room and the other research tools published on the Institute's internal network, accessible from the computer stations in the inventory room, cannot be accessed.

Users can examine the digitized research tools and the descriptions of the archival collections available on the Institute's website and on the Lombardia Cultural Heritage website exclusively through their mobile phone or PC.

Consultation of the digital archive and microfilm archive at the media library is suspended.

If necessary, users can request advice from the clerk officer on duty personally calling the number shown by the reception desk staff.

CONSULTATION OF DOCUMENTS

The documents held in the State Archives can be freely examined with the exception of those labelled as classified and those containing sensitive data pursuant to current legislation.

By following specific procedures, it is possible to request authorization to examine such documents for study purposes.

The user who studies material from the State Archive for publications is required to deliver three copies to the Archive (one copy for degree theses).

RETURN AND DEPOSIT OF ARCHIVAL MATERIAL

Each user can keep **up to two boxes** in storage for subsequent consultations, provided that the workstation is available, agreeing with the archivists.

The records to be kept in storage are placed on the table near the station.

The funds from the Diplomatic Museum, Relics, Seals, Bills and briefs, Diplomas and sovereign dispatches are excluded from the deposit and must in any case be returned within the day.

When the users do not need the requested documents anymore, they must place them into the containers located on the table and put the label on. We would recommend users to control the end date of the quarantine (after seven days).

PHOTOREPRODUCTIONS BY THE PHOTOREPRODUCTION SECTION OF THE INSTITUTE

The user can request the reproduction of the records by filling out the form available at the workstation and inserting it into the envelope together with the records.

Reproductions can be made at the end of any quarantine period (i.e. after seven days from the return of the archival piece by the user).

The reproduction section provides digital reproductions of documents on request in formats compatible with the available equipment (there are a few limitations for some collections and some document types).

The photoreproduction of deteriorated or perishable material is excluded.

Maps, miniatures, bound or sewn material are reproducible only by own photographic means.

The copies requested will be sent upon payment of the expenses referred to the current price list, according to the methods indicated in the Reproduction Section.

PHOTOREPRODUCTIONS WITH OWN MEANS

Users can freely photograph documents which have sizes not exceeding the A2 format contained in the boxes examined in the Study Room, after filling out the form available at the workstation. The form must be filled out for each box photographed, taking care to enter all the necessary information (underlined in bold in the form). Finally, it must be inserted into the envelope containing the last box.

Reproductions must be performed using devices that do not require direct contact with the reproduced media, or the use of flashes, or the use of stand devices. The user is required to avoid any action which

might potentially damage the records and disrupt the original arrangement of the storage boxes (or envelopes, folders, registers, etc.).

The State Archives of Milan has the right to request a copy of the reproductions of documents made by a user who used his/her own means.

The user who intends to publish reproductions of documents must submit the appropriate form.

RESTROOM SERVICES AND SNACK & CAFÉ AREA FOR USERS OF THE STUDY ROOM

Users can only use the restrooms located at the end of the “Water Hallway”; it is forbidden to use those reserved to the staff of the Institute.

The food dispenser at the end of the Water Corridor is disabled. Users can stay in the open gallery located above the second courtyard, in the dedicated spaces, provided they respect the safety distance.

MANAGING USERS WHO ARE EXPERIENCING SYMPTOMS IN THE INSTITUTE

In case of symptoms compatible with COVID 19 infection (fever and respiratory infection symptoms such as cough), the user is required to inform the Staff immediately.

Upon receiving the report, the emergency team will first of all:

- wear PPE and provide them to the user if he does not have one;
- lead the person to the place identified by the employer for temporary isolation (in the teaching room - ground floor) near the entrance, in order to reduce any possible contact with others;
- call the dedicated number of the Emergency Health Service, in order to adopt the procedures established by that number, and reports the case to the Public Hygiene Service of the ASL.

After that, any further assistance will be provided, if need be.

The Institute collaborates with the health authorities for the definition of any "close contacts" of anyone who has been in the Institute and has been found positive for the COVID-19 swab, to allow the authorities to apply the necessary and appropriate quarantine measures. During the investigation period, the Institute has the right to ask any possible close contacts to leave the building as a precaution, according to the indications of the Health Authority.

EXIT ROUTE FROM THE STUDY CLASSROOM

Users are required to leave the Study Room at different times to avoid crowds.

Before leaving, users go one at a time to the lobby to take their personal items and leave the key hanging in the locker.

Always one at a time they must walk through the Inventory Room, enter the Study Room and leave the side door bearing the exit sign.

To reach the staircase, users will walk along the gallery that flanks the Study Room, then turn left and reach the stairs, following the directions provided.

WARNING

A closed-circuit surveillance system is active in the study room and nearby.

The surveillance staff, upon simple request, is entitled to carry out checks according to eventualities, randomly or systematically.

In the event of checks, scholars are required to provide their full cooperation to facilitate the task of the staff in charge of the assignment.

The Management has the right, for the best functioning of the Office, to modify or derogate from these rules by giving appropriate notice.

In any case, scholars must comply with the health provisions communicated to them through email at the time of booking, especially maintaining the distance from other subjects and using personal protective equipment.

For anything not specified in this regulation, please refer to the current legislation on State Archives (RD 1163 of 1911; Presidential Decree 1409 of 1963; Presidential Decree 854 of 1975; L. 281 of 1999; Legislative Decree 42 of 2004), concerning the management of personal data and consultation of documentation (Legislative Decree 42 of 2004; Legislative Decree 196 of 2003; Legislative Decree 42 of 2004; Legislative Decree 196 of 2003; GDPR - General Data Protection Regulation), of concession fees and fees for the reproduction of cultural assets (circular letter 21 of 2005) and the COVID Anti-Contagion Security Protocol of the State Archive of Milan.