

## Archivio del '900 - Regulations and Service Charter

### ART. 1. Object and purpose



1. The Archivio del '900 constitutes one of the departments of the Museum of Modern and Contemporary Art of Trento and Rovereto (hereafter Mart); it collects documentary and retrospective book repositories belonging to leading figures of Italian culture in the twentieth century, focusing on art, architecture and art criticism; it is also the seat of a specialised library, which has expanded alongside Mart and its activities.
2. The Mart pursues the following aims through Archivio del '900:
  - a. the protection of document and book heritage through the reorganization and conditioning, inventory of the collections, filing, cataloguing, and reproduction activities;
  - b. the dissemination of reading and knowledge (with a focus on 20th century art, architecture and culture) through the public use of materials, assistance to researchers, and the development of tools for research and widespread communication;
  - c. the promotion of cultural initiatives, publications and promotional activities, fostering contact with other institutions.
3. The Mart has taken and continues to take particular care to expand the archive and book heritage organically, according to themes linked to the origins of the collections: Futurism, the historical-critical debate of the first half of the 20th century, architecture, visual poetry, and the New Avant-garde. The library aims to meet internal and external demand for documentation, updates and research in the field of modern and contemporary art, with a focus on avant-garde movements.



## **ART. 2. Means of service delivery**

1. The Archivio del '900 is equipped with a consultation room with almost 700m of open shelves and 17 workstations for study and research; there are also storage areas for the library and the historical archives. The user workstations are equipped with power points for connecting PCs and a Wi-Fi connection.
2. The holdings of the Archivio del '900 include over 80,000 volumes and about 80 documentary collections from individuals, professional studios and art galleries, acquired through donations, purchases or deposits. An overview of the document and book collections can be found online, on the Mart website.
3. To fulfil its mission, the Archivio del '900 employs specialised personnel in the disciplines of art history, archives and library science. As part of the general planning of the Museum, the Archive welcomes community service experiences, internships and workshops, offering support, tutoring and training.

## **ART. 3. Services and responsibilities of the Archivio del '900**

1. The Archivio del '900 is open to the public on weekdays; from Monday to Thursday from 10am to 4pm (on Mondays by appointment only); on Fridays from 10am to 1pm.
2. Anyone may access the archival and library material, using the available research tools (guide, databases, inventories, lists), subject to acceptance of the conditions and regulations indicated in Art. 4. Basic services, such as assistance to users, orientation and information on the documentary collections, and consultation of the archives are free of charge.
3. During consultation, expert staff will be available to provide basic services and facilitate the distribution and pick up of the material stored in the locked repositories.
4. The Archivio del '900 provides information about its activities and services online. The library is a member of the Trentino Library Network. Catalogue data are recorded in the Trentino Bibliographic Catalogue. Descriptions and inventories of document collections can be consulted through the Mart's information system (CIM), powered by the provincial system network (AST, Archivi Storici del Trentino - Trentino Historical Archives).



5. In compliance with the regulations in force (art. 108 of Legislative Decree 42/2004 as amended by art. 1, paragraph 171 of Law 124/2017), the reproduction of archival documents for personal use or in any case for non-commercial purposes is free and permitted via one's own means solely for activities related to study, research, free thought or creative expression, and the promotion of knowledge of the cultural heritage, in ways that do not involve any physical contact with the asset, exposure to light sources, or the use of stands or tripods.
6. Users may take photographs with digital cameras without a flash. Reproductions from library volumes, periodicals and printed materials are permitted within the limits of copyright law (15% of a volume).
7. The Archivio del '900 offers a digital document reproduction service. Reproductions may be provided for teaching and study purposes or for publication. The service is subject to a fee and permission is granted by submitting a request form. The reproducibility of documents and the choice of reproduction method are subject to the format, state of preservation, copyright legislation and agreements governing the transfer of archival collections: reproduction may be refused for demonstrable reasons. Requests for reproductions are normally processed within 15 working days. Reproductions may be obtained directly from the Archivio del '900 or electronically. Payment may be made by bank transfer, subject to issue of an invoice by the Museum Administration. The rates for each reproduction are established by Mart's Board of Directors based on the cost of materials and services and the relevant regulations, and set out in the Schedule of Charges.
8. The publication - including online - of documents belonging to the Mart's archival collections must be authorised by the Archives Manager by submitting a special request form, in compliance with the "Conditions for the use of reproductions and for publication".

#### **ART. 4. Conditions of access, rules of conduct and user obligations**



1. Access to the library is free from Tuesday to Friday, by appointment on Mondays. Visitors wanting to access the archives and historical book collections must make an appointment by emailing [archives@mart.tn.it](mailto:archives@mart.tn.it); upon entering the consultation room, they must show an identity document and fill out a form indicating their personal details and the purpose of their research, and agree to comply with these regulations. Users are also required to complete a document request form.
2. By signing the form, users declare that they are aware of and comply with the regulations on the consultation of historical archives set out in the Cultural and Landscape Heritage Code (Legislative Decree 42/2004), the regulations on the processing of personal data for historical purposes contained in the Personal Data Protection Code (Legislative Decree 196/2003, "Code of ethics and good conduct for the processing of personal data for historical purposes" [annex A/2 to Legislative Decree 196/2003]) and the Copyright Law (Law 633/1941) and subsequent amendments.
3. It is possible to consult a maximum of 3 archive items at any one time. Where documents are already available in digital format, priority will be given to this format for users' initial access.
4. Access is not permitted if consultation concerns a repository being sorted or inventoried, documents to be restored, or in case of particular constraints on consultation dictated by current legislation.
5. Archival and book materials are excluded from loans, with the exception of temporary loans for exhibitions and cultural events, in accordance with Mart's loan policy.
6. Users entering the Archive premises are required to leave bags, briefcases and containers of any kind in the lockers provided. Staff will provide users with suitable equipment for handling documents requiring special precautions (e.g. cotton gloves). Only pencils for taking notes and/or portable personal computers may be used in the Archive.



7. While in the Archive rooms, silence must be observed and behaviour must be such as not to disturb other users. Smoking, food or drink are not allowed.
8. It is the responsibility of anyone being handed archive and book material for consultation to return it intact and in the condition in which it was found. It is forbidden to mark or write on the material consulted. Upon being handed the material, the reader must ascertain its state of conservation and report any damage.
9. In the event of damage, appropriate compensation may be demanded in lieu of any civil action, without affecting criminal liability.
10. Anyone who intentionally damages or removes books or documents will be reported to the competent authorities.
11. Requests for the reproduction of entire works, sections, or papers are subject to authorisation by the Direction of Mart.
12. The applicant is in any case responsible for complying with all obligations towards the authors or rights holders before publishing material belonging to the Archivio del '900.