



Roberto Ruffilli

Central Library

REGULATIONS FOR THE ACCESS TO DOCUMENT COLLECTIONS

These regulations apply to access to documents in Library document collections.

- 1) Access to the document reading room is free for motivated research aims.
- 2) In order to access to document collections, users must fill in a form specifying their personal details, subject of research and materials requested and sign the form to accept these regulations. Please refer to Annex A for a copy of the form.
- 3) Documentation may be freely accessed in compliance with chronological limits foreseen by the Code of Cultural heritage and Landscape (Legislative Decree n.42/2004, articles 122-127) and the Personal Data Protection Code (Legislative Decree n.196/2003), with the exception of documents subject to consultation restrictions. If documents contain data on the health, sex life or personal family relationships of an individual, the term for consultation is seventy years.
- 4) Consultation must occur in compliance with provisions of the *Code of Ethics and Good Conduct for the Processing of Personal Data for historical purposes* (resolution of the Italian personal data protection authority n.8/P/21 14/3/2001, published in the Official Gazette n. 80 5/4/2001 and republished as Annex A2 in the *Personal Data Protection Code*, issued with Legislative Decree 196/2003, published in the Official Gazette n. 174, 29/7/2003);
- 5) Users use documents and personal data contained in them under their own responsibility. The processing of personal data revealed must occur in compliance with legislation, regulations and the right to confidentiality and identity of people to which said data refers to. The processing of personal data must comply with the principle of relevance, must not exceed the purposes of processing and must conform to the aims pursued by the research project.
- 6) Personal data ("information regarding an individual, entity, body or association, identified or identifiable, even indirectly through reference to any other data, including a personal identification number"), processed for historical aims, may be further used for such aims and are subject to provisions laid down in legislative decree n.196/2003 and legislative decree n. 42/2004 (and subsequent additions and amendments) regardless of the document in which they are contained and the place of conservation, obviously without prejudice to precautions and guarantees foreseen for particular categories of data or processing.



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7) Documents may be accessed to on Library premises and prior appointment. Users are not to replace documents in a different order to the original, while reading them.

- Only pencils may be used and not pens or fountain pens, etc.
- The placing of sheets for notes on documentation is forbidden.
- The documents are for use in the Library only.

Damage, loss, movement and theft of documents are punishable with a ban from the Library.

Individuals banned from other libraries and archives shall not be granted permission to access to document collections.

User behaviour in rooms must comply with art. 2 of the Regulations of the Central Library "R. Ruffilli".

8) If the nature of the material or its state of conservation so permits, documents may be photocopied prior to written request submitted to Library Management; the service is managed by personnel.

9) In the case of the publication of research works carried out on material filed in the Library's document holdings, the author is required to quote sources in compliance with the library's instructions and to file a copy of the publication at the library.

10) The use is also required to fulfil their obligations deriving from copyright legislation in force in Italy or the country of the entitled party.