

REGULATION FOR THE STUDY ROOM AT THE BANK OF ITALY'S HISTORICAL ARCHIVES

1 – GENERAL CONSULTATION RULES

1.1 The Historical Archives of the Bank of Italy (Archivio Storico della Banca d'Italia, ASBI) hold all documents created, received and stored by the Bank for permanent preservation. Visitors may access the following:

- ✓ The textual records archive
- ✓ The photographic archive
- ✓ The multimedia archive

1.2 The textual records kept in the Historical Archives are usually freely accessible after 40 years from their creation date.

1.3 Documents containing personal data revealing ethnic origin, religious and philosophical beliefs, political opinions, membership of political parties, trade unions or other religious, philosophical, political or trade union organizations and associations, or criminal records, are also accessible after 40 years. Documents containing personal information relating to health, sex life or confidential family matters are available after 70 years.

1.4 Documents relating to the state's foreign or domestic policies are classified as confidential by the Italian Ministry of the Interior and cannot be consulted for 50 years.

Documents in private archives for which the depositor has explicitly expressed a reservation are subject to access restrictions.

1.5 Photographs and multimedia content held in the Historical Archives are normally available for consultation 25 years after the date of their production, with the exception of material that has already been published and is available in the Historical Archives, which may be consulted regardless of its production date.

1.6 The plans and documents relating to the security of the premises of the Bank of Italy's offices are not normally available for consultation.

1.7 Visitors accessing the study room must confirm that they are aware of the legislation in force regarding access to data and documents, and in particular the provisions of the Code of Ethics for Archiving in the Public Interest and for Historical Research (Resolution 513/2018, 19A00178, Official Journal of the Italian Republic, General Series 12, 15 January 2019) and of the Cultural Heritage and Landscape Code (Legislative Decree 42/2004), and that they accept responsibility for any damage that may be caused to natural and legal persons by the disclosure of the information contained in the documents consulted.

1.8 Historical documents may be consulted at the Historical Archives and at the Bank of Italy's branches authorized for this service or, in the case of digitized documents, online.

1.9 Digitized documents can be consulted electronically, either in person or online through the virtual study room, *l'Aura*. Documents that have not yet been digitized can be consulted in the Historical Archives by appointment. Where there is proof of a personal or research need, the Archives may consider retrieving and making available the originals in paper form, including for documents that have already been digitized.

1.10 Non-digitized documents, photographs and multimedia products can only be consulted in the study room. Oral interviews are only available on the terms agreed to by the respondent at the time of recording.

2 – ADVANCE CONSULTATION

2.1 Users wishing to consult textual documents before the 40-year period referred to in section 1.2 (advance consultation) must submit a request stating the reasons together with a research project explaining why and how the information will be used. Advance consultation is only available for non-confidential textual documents which have already been entered in the Archives' inventory and are at least 30 years old.

2.2 Documents made available for advance consultation are freely accessible to all users.

2.3 An authorization from the Ministry of the Interior is required to consult the classified textual documents referred to in section 1.4 before the end of the 50-year period. Requestors must submit a research project explaining why and how the information will be used. The Historical Archives will forward the request for advance consultation to the competent bodies and reply to the requestor.

2.4 Authorizations for advance consultation and reproduction of confidential documents are strictly personal. They may include special precautionary indications to ensure the correct use of the information. Requestors may not use copies for purposes other than those declared.

3 – ACCESS TO THE STUDY ROOM

3.1 Who can access the study room

Anyone can consult the documents held by ASBI free of charge.

3.2 How and where

- ✓ The premises are open to the public from Monday to Friday from 9am to 1pm and from 2.10pm to 4.20pm, with the exception of public holidays, 29 June, 14 August, 24 and 31 December. The study room is located in Via Milano 53, 00184 Rome and has two computer workstations.
- ✓ Online consultation takes place via the virtual study room, *l'Aura*, and it is limited to the archive of digitized textual documents <https://www.bancaditalia.it/servizi-cittadino/servizi/accesso-asbi/l-aura/index.html?com.dotmarketing.htmlpage.language=1>.

In-person and online access to the study room is by appointment only

To book your appointment, call one of these numbers: 06 4792.2720 (and extensions .3508 - 3512 - 2415 - 2560 – 3607), 3955777712, 3536459681, 3355614600, 3666693901, 3336642893, 3336643711.

or

send an email to archiviostorico@bancaditalia.it.

All users must submit the following by email:

- the 'modello 1 ASBI' booking form (downloadable from <https://www.bancaditalia.it/servizi-cittadino/servizi/accesso-asbi/index.html?com.dotmarketing.htmlpage.language=1>)
- a scanned copy of a valid form of identification (for the processing of personal data, see section 7.5)

You will receive a confirmation email with details and dates for accessing the study room. If you need to cancel or change your reservation, please do so well in advance to prevent unnecessary moving of documents from off-site storage.

3.3 Rules of conduct in the study room

All users:

- must accept this Regulation and the following rules of conduct
- may bring personal items into the study room, but can only use pencils, sheets of paper, laptops, mobile phones and cameras;
- shall ensure that the order and integrity of the documents received for consultation are preserved; specifically, they must not change the order, mark or number any documents or files;
- shall behave respectfully towards other visitors and staff working in the room and refrain from disruptive behaviour.

3.4 Documents in the historical sections of Bank of Italy branches

For documents held in the historical sections of Bank of Italy branches, please contact your local office

<https://www.bancaditalia.it/chi-siamo/organizzazione/filiali/index.html?com.dotmarketing.htmlpage.language=1>.

Consultation times are established on a case-by-case basis and may vary according to work requirements.

4 – RESEARCH TOOLS

4.1 The main research tool is ASBIWEB, the information system that manages the archive descriptions and associated digital items.

4.2 Other research tools include: the Historical Archives' guide, the Historical Archives Working Papers, the de' Stefani Papers and Stringher Papers inventories, the list of banks supervised from 1926 to 1960, the Paolo Baffi papers guide and the index of (Paolo) Baffi's correspondents, and the inventory of the Banco di Santo Spirito fonds. To access these resources, see <https://www.bancaditalia.it/chi-siamo/asbi/strumenti-di-ricerca/index.html?com.dotmarketing.htmlpage.language=1>.

4.3 Partial description lists are available for audio-visual items and photographs. These can only be consulted in the study room.

5 – REPRODUCTION OF DOCUMENTS

The Historical Archives provide a service for reproducing textual documents, photographs and multimedia. The service is only available in digital format. Copies made for users shall not be made available to third parties.

- For textual documents, each user is allowed to copy up to 2,000 pages per year in PDF format. Copies of documents may also be requested by correspondence indicating their exact archive location or providing accurate information to identify them. Requests for copies that require selection by archives staff will not be accepted. Requestors must fill in the 'modello 2 ASBI' form. The reproduction service is free of charge.

Users may only take pictures of textual documents that are not subject to consultation restrictions and have not yet been digitized. Under Article 108, c. 3 bis of Legislative Decree 42/2004 (Cultural Heritage and Landscape Code), reproductions are free of charge, provided that they are made with the user's own means (cameras, phones, tablets and so on) so as to avoid physical contact with the object, exposure to light sources or the use of tripods.

- Photographs may only be reproduced by the Historical Archives. The service is free and each user may have up to 10 photos per year. High-resolution copies are made for publishing purposes only. ASBI is not allowed to copy photographs for which it does not hold the copyright or which are subject to special rights or restrictions.
- Multimedia products may be reproduced free of charge. Each user is entitled to up to 10 copies per year, but only of multimedia products that are freely available, are not subject to third-party copyrights, and whose distribution is in accordance with the terms of any copyright releases signed. Multimedia products may only be reproduced by the Historical Archives. High-resolution reproductions are only authorized for excerpts of films intended for publication and never for entire products.

6 – PUBLICATION AND USE OF REPRODUCTIONS

6.1 Reproductions may be freely published, subject to notification to the Historical Archives manager.

6.2 The source and correct shelfmark must always be cited for all published documents.

More specifically:

6.3 For multimedia products, it is forbidden to publish full-length footage.

6.4 For photos:

- reproductions for non-commercial purposes are released under the Creative Commons BY-NC-ND (Attribution - Non Commercial - No Derivatives) licence. They may be used, provided that the author and licence are acknowledged, but only for non-commercial purposes and they may not be modified or altered;
- reproductions for commercial purposes are released under the Creative Commons BY-ND (Attribution - No Derivatives) licence. They may be used commercially, provided that the author and licence are acknowledged, and they may not be modified or altered.

In any case, the copyright ©Banca d'Italia and the author of the photo, if applicable, must always be mentioned.

7 – PERSONAL DATA PROTECTION

7.1 The Bank of Italy, via Nazionale 91 - ROMA, processes the personal data provided by the users of the study room in compliance with national and European regulations on the protection of personal data. The data are collected with the express consent of the users and are used exclusively for the following purposes:

- to set up the necessary procedures for users to access the Archives' premises, consult the database and, if needed, receive copies;
- to compile statistics on visitor flows, managed by the Bank of Italy's Information Management Directorate, for the purpose of analysing work processes;
- to send communications about cultural events.

7.2 All data shall be processed electronically using tools closely linked to the purposes described above. Appropriate security measures are in place to ensure the confidentiality of the personal data and to prevent access by unauthorized third parties or personnel.

7.3 Personal data shall only be stored for the time necessary to pursue the purposes for which they have been collected and processed.

7.4 The data shall not be disclosed to third parties or made public.

7.5 The copy of the proof of identity document submitted during the application process shall be deleted from the archives' email system immediately after the user's accreditation for their first access.

7.6 The Head of the Information Management Directorate and authorized data protection officers may access the data.

7.7 Study room users may exercise their rights (to access, amend, delete or restrict the processing of their data - see Articles 15 et seq. of Regulation (EU) 2016/679) at any time by contacting the data controller, Banca d'Italia, Organization Directorate, Via Nazionale 91, 00184 Rome (Italy), e-mail: org.privacy@bancaditalia.it.

The data processor is Banca d'Italia, Via Nazionale 91, 00184 Rome (Italy), email: responsabile.protezione.dati@bancaditalia.it

7.8 Users may lodge a complaint with the Italian Data Protection Authority (Garante della protezione dei dati personali) if they consider that the processing of their personal data is in breach of the law.