



Paolo Baffi Reading Room Rules

Guests wishing to use the Paolo Baffi Reading Room must make a request by e-mail (bibliotecabaffi@bancaditalia.it) or fax (+39 0647922059). Guests are kindly requested to cancel reservations for any periods no longer needed.

On arrival in the Reading Room, guests must fill in an **admission form**; they are also required to produce a **letter of presentation** written by an employee of the Bank or, on headed paper, by a university teacher or by their own organisation.

Security personnel at the entrance to the Bank will provide readers daily with an **identification badge**. Guests are required to keep this badge constantly in view and to reach the Library by the route indicated. Reading Room staff will note the name, badge number, entry and exit times of each user in a special register. Readers will be given a temporary username and password to consult the catalogue from authorized access points.

The Reading Room is **open from 8:30 a.m. to 4:00 p.m.**, Monday to Friday. It remains closed on holidays, the last three working days of May, June 29, August 14, December 24 and 31.

Books may be taken out on loan only by employees of the Bank in Rome.

The works located in the Reading Room are freely available for consultation. **Requests for texts kept in the storerooms must be made to staff, who will retrieve the volumes at 9:00 a.m., at 10:30 a.m. and at 2:00 p.m.** Readers are entitled to summarise, quote or reproduce passages or parts of works as permitted by law. Readers wishing to consult texts in the days following the request should notify Reading Room staff to that effect.

The Library allows **photocopies** to be made **as permitted by law** and provided that the material is not damaged, using prepaid rechargeable cards available at the dispensers. The fee is €0.15 per photocopy. In the case of material in a precarious state of conservation or at the discretion of the Library management, photocopies will be provided by the Library itself, on payment, which should be made at the cash desk. Fees:

- €5.00 for 1-20 photocopies;
- €0.20 for each additional photocopy.

Strict **silence** must be kept in the Reading Room and it is **forbidden to smoke**, to enter the working areas and to use telephones. Violations are punishable by revocation of the authorisation to use the Library.