



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI FORLÌ

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Roberto Ruffilli

Central Library

REGULATIONS FOR CONSULTING DOCUMENT COLLECTIONS

These regulations apply to access documents in collections held at the Library.

- 1) Access to the collections reading room is free for proven research purposes.
- 2) To consult documentary materials, researchers must complete a form indicating their personal details, the subject of their research and the materials requested, and sign to acknowledge that they have read this regulation.

A copy of the form is attached [on the Library website](#).

- 3) The documents may be freely consulted in compliance with time limits as provided for in the *Code of Cultural heritage and Landscape* (Legislative Decree No. 42/2004, articles 122-127) and the *Personal Data Protection Code* (Legislative Decree No.196/2003), with the exception of documents subject to consultation restrictions. Access to documents containing data which are likely to reveal an individual's state of health, sex life or confidential family relationships shall be restricted for seventy years.

- 4) Access to documents must comply with provisions of the *Code of Ethics and Good Conduct for the Processing of Personal Data for historical purposes* (resolution of the Italian Data Protection Authority No.8/P/21 14/3/2001, published in the Official Journal as No. 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 Journal as No. 174 on 29/07/2003);

- 5) Users shall 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.



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6) Personal data (i.e. “information relating to a natural person, legal person, organisation or association, even indirectly, by reference to any other information, including a personal identification number”) processed for historical purposes may be further used for such purposes and are subject to the provisions laid down in Legislative Decree No. 196/2003 and Legislative Decree No. 42/2004 (as subsequently amended and supplemented), regardless of the document in which they are contained and the place where they are held, without prejudice to the safeguards and guarantees provided for specific categories of data or processing operations.

7) Documents may be consulted on the Library premises by appointment. During reference, users must not replace documents in any order other than their original arrangement.

- Only pencils may be used; ballpoint pens, fountain pens and similar are not permitted
- It is not permitted to place note paper on top of the documents

Documents cannot be borrowed.

Damage, loss, movement and theft of documents are punishable with a reference ban.

Individuals banned from other libraries and archives shall not be granted permission for reference.

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

8) When the nature of the material and its state of preservation allow for it, documents may be reproduced photographically, subject to a written request to the Head Librarian; the service is managed by the staff.

9) In the event of publication of research carried out on materials held in the Library documentary collections, the author is required to quote the source how indicated by the Library and to deposit a copy of the publication within the Library.

10) Users are also required to comply, in respect of the rights holders, with the obligations laid down by the applicable legislation on authors' rights (or copyright, depending on the country of the rights holders).