Library/Documentation centre

Regulation

The Library/Documentation centre of Fondazione Benetton Studi Ricerche is open

to scholars, researchers, students who have reached the age of 18 and hold a valid identity document. Minors are admitted upon a reasoned request

and the Director’s authorisation.

On first access, it is required to fill in a registration form,

for a personal card to be issued, which may then be renewed yearly. The card must be handed to the person in charge when using the rooms.

Bags, backpacks, food and beverages must be placed in lockers at the entrance.

Cell phones must be switched off or placed in vibration mode only.

Library

*Consultation*

The volumes arranged on the open shelves may be consulted freely.

Periodicals (years prior to the ones displayed), rare books, graduation and post-doctoral theses

may be viewed on request and, if required, subject to authorisation, in the restricted area.

*Borrowing*

It is possible to take out two volumes for a maximum period of twenty days; every borrowed book must nevertheless be handed back in promptly on the request of the library/documentation centre. The borrowing period may be renewed, even over the phone, but only within the due date and if no one else has requested the same book.

If the due date is not complied with, a warning will be sent to the user.

If this is disregarded for no valid reason the user will not be allowed to borrow for an amount of time equal to the delay, and for up to one year.

The Foundation shall be compensated for any damage to borrowed documents.

Documents excluded from borrowing: works for referencing, rare books, books from the special assets, periodicals, graduate or doctoral theses and, temporarily, documents of particular interest to the ongoing research and projects of the Foundation.

*Duplication*

The documents preserved at the library/documentation centre may be duplicated through a self-service procedure only for printed materials according to the methods and within the limits allowed by legislation in force. It is forbidden to duplicate documents (available as copies) owned by other entities.   
  
*Use of Internet station*The registered card holder may use the Internet station in the hall during the library’s opening hours. The user is directly responsible for their use of the Internet

and undertakes to use the instrument in full compliance with the law, public order and morality.

Specifically, the user undertakes not to use the instrument made

available by the library to perpetrate any unlawful acts and not to perform operations

that might undermine Internet use.

Minors are not allowed to use the internet.

Archive and iconographic archive

The archive holds Fondazione Benetton’s institutional archive and other archival assets of entities or persons. Access to said assets may be subject, in addition to

this regulation, to additional rules arising from specific reasons of

protection or the donors’ will.

The archival information service is also provided by mail.

*Consultation*

The consultation of archival collections must be requested in writing to management in advance, and therefore explicitly authorised. The request must include the scholar’s general details, and the purposes and contents of his/her study.

Consultation is carried out on site, by appointment with the service manager.  
Scholars receive one envelope at the time, and undertake to respect the integrity of the papers

and their order, committing to returning the documentation in the conditions and in the order

they received it – otherwise, further requests for access shall be denied.  
Printed publications that are an integral part of archive assets may be viewed freely, on request, in the library.  
  
*Duplication*

Any duplications shall be requested in writing, specifying the reasons and undertaking

not to use them for uses other than stated upon making the request.

Please note that contemporary archival papers are subject to a series of

legal copyright and privacy regulations. Accordingly, we reserve the right to request scholars to agree to specific rules in the event of circulation or publishing of the documents, even if partial and for non-commercial purposes. Authorised reproductions shall be made by the archive, with the means deemed most appropriate to assure safeguarding of the materials;

their cost shall be borne by the applicant, as well as the cost of any second copy

for the archive.  
  
Map library

The map library is accessible on request and by appointment with the service manager.

The map documents may not be borrowed. Scholars may make copies, subject to authorisation, with their own means.  
  
Times and contact information

Library: [biblioteca@fbsr.it](mailto:biblioteca@fbsr.it)

Monday to Friday, from 9am to 2pm; between 2pm and 6pm access is only permitted for specific research and by appointment.  
  
Archive: [archivio@fbsr.it](mailto:archivio@fbsr.it)

Monday to Friday, from 9am to 6pm, by appointment.

Map library: cartoteca@fbsr.it

Monday to Friday, from 9am to 6pm, by appointment.

Treviso, 10 May 2017  
The Director,