

## Library/Documentation Centre



### Regulation

The library/documentation centre of Fondazione Benetton Studi Ricerche is open to scholars, researchers and students who have already turned 18 and owners of a valid identification document. Minors are admitted upon motivated 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. Said card can be renewed yearly; during the stay in the rooms, the card must be handed to the official.

Bags, rucksacks, food and beverages must be kept in the lockers available at the entrance. Cell phones must be either turned off or be on vibration mode only.

### Library

#### Access

The books on the open shelves are free to be consulted.

Periodicals (prior years to those on display), rare books, graduation and PhD theses are available for consultation, on request and, if required, subject to authorisation, in the reserved area.

#### Borrowing

It is possible to borrow three volumes for a maximum period of thirty days; any borrowed item must be promptly handed back, in any case, on the library/documentation centre request. The borrowing period may be renewed by telephone as well, however it must be done within the due date and if nobody else has requested the same volume.

Should not the due date be respected, a warning will be sent to the user; should not said warning be respected, without any valid reason, the user will not be allowed to borrow anything for an amount of time equal to the delay period and from there on, up to one year.

Should any borrowed document be damaged, the Fondazione must be compensated.

Documents not available for borrowing: reference works, rare volumes, volumes deriving from special collections, periodicals, graduation or PhD theses and temporarily, documents strictly related to researches and projects brought on by the Fondazione.

#### Photocopies and digital reproductions

It is allowed to duplicate documents stored in the library/documentation centre through a self-service procedure, for printed materials only and within the limits of the law in force.

It is forbidden to duplicate any document (already available as copies) belonging to other institutions.

#### Use of the Internet access

Internet access is available for adult users, in the dedicated workstation, for a total of 30 minutes per day.

The user is also personally responsible for her/his use of the Internet and commits to use said instrument fully respecting the law, the public order and the public morality.

In particular, the user commits not to act illicitly, through the instrument given by the library and not to compromise the use of the Internet.



## **Archive and iconographic archive**

The archive stores the institutional archive of Fondazione Benetton and other archival collections by institutions or people. The access to said collections might depend not only on the current regulation but also on additional rules related to specific reasons of counsel or to the donators' will.

An archival information service can be provided by mail as well.

### *Consultation*

The consultation of archival collections must be requested ahead of time and in writing to the management. The request must be explicitly authorised by the management.

The scholar's personal information, the aims and contents of the research must be specified in the request.

The consultation must be done on location and by appointment with the service's supervisor. The scholars are required to respect the integrity of the documents and their organization, undertaking the task of handing the papers back just as received. Otherwise, no further requests of access will follow.

Printed publications part of the archival collections are free to be consulted, on request and in the library.

### *Reproductions*

Possible duplications must be requested in writing, specifying the reasons and committing not to use them differently from what has been declared upon making the request.

Please note that contemporary archival papers are subjected to several laws related to the defence of copyright and privacy. Should the documents circulate or be edited, albeit partially and not for commercial purposes, we reserve the right to ask the scholars a specific commitment.

Authorised duplications will be made by the archive, through the most suited ways in order to ensure the safeguard. Their cost will be on the requester along with the cost of a possible second copy for the archive.

## **Map library**

The map library is accessible on request and appointment with the service's supervisor.

The cartographic documents are exempt from the borrowing; scholars are allowed to make duplications, upon authorisation, with their own means.

### Opening hours and contacts

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

Monday - Friday, from 9.00 am to 14.00 pm, by appointment.

Archive: [archivio@fbsr.it](mailto:archivio@fbsr.it)

Monday - Friday, by appointment.

Map library: [cartoteca@fbsr.it](mailto:cartoteca@fbsr.it)

Monday - Friday, by appointment.

Treviso, March 2022

The Director