

PROCEDURE TO BOOK ARCHIVAL MATERIALS AND TO GAIN ACCESS TO THE STUDY HALL

We hereby notify researchers that, following Decree Law no. 105 of 23 July 2021 concerning “Urgent measures to address the COVID-19 epidemiological emergency and for the safe exercise of social and economic activities,” as of 6 August 2021, all persons wishing to gain access to the Institute must display a GREEN PASS COVID-19 certificate.

To ensure that capacity is not exceeded, visitors must reserve a study space in order to gain access to the study hall. Reservation requests must be sent to

as-to@beniculturali.it

with the following subject line:

“COVID-19 Emergency – Request to access the study hall of the Sezione Corte/Riunite”.

In the body of the email, the requesting party must specify:

- name and surname of the requesting party;
- subject of research;
- archive/fond which the requesting party intends to consult;
- number of bundles/folders/boxes (up to a maximum of 3 pieces);
- preferred days, if applicable (not binding for the Institute, and to be communicated at least two days in advance);
- telephone number (essential in order to receive confirmation).

At the bottom of the request, the requesting party must include the following statement, verbatim:

“I the undersigned declare:

- that, in accordance with applicable regulations, I am not currently subject to public health-mandated quarantine or self-isolation measures;
- that I have not, in the last 14 days, been in close contact with a suspected or confirmed COVID-19 case and have not provided assistance to a suspected or confirmed COVID-19 case;
- that I have not experience the following symptoms: sore throat, cough, breathing difficulty, loss of smell and taste, diarrhoea, joint or muscular pain, or any other symptoms linked to COVID-19;
- that I have not, in the last 14 days, spent time in an area of high epidemiological risk as identified by the World Health Organization.”

The requesting party will receive an email specifying the date to visit the Archive, allocated in order of the request and subject to the availability of the Institute. If the requesting party should wish to cancel the reservation, they must contact the Institute in advance by telephone or email.

Please note that in order to gain access the study hall, requesting parties must have compiled an admission request for the current year. Parties requesting subscription for the first time must pre-register from home by filling in the following form:

<https://archiviodistatotorino.beniculturali.it/registrazione/?set=rg>.

Subscription requests will be completed by the study hall staff on the first visit to the Archive (Identity card and Codice Fiscale/tax identification code/etc. will be requested). To renew a subscription, requesting parties need only bring their ID card to the study hall for verification and, if applicable, updated information pertaining to details which have already been registered.

On the day of the appointment, researchers must arrive at the Archive with their own face mask (which must be worn for the duration of the visit to the Archive), display their valid GREEN PASS COVID-19 certificate, have their temperature taken by a thermoscanner and apply the hand sanitising gel provided by the Institute.

After depositing backpacks, bags and jackets in the lockers provided, all visitors must go directly to the study hall, and to the study space allocated to them by staff members.

The consultation of finding aids is permitted, but the IT stations of the Archive are not available. We therefore recommend that researchers bring, as they see fit, their own laptop, tablet and/or smartphone; we particularly recommend bringing a camera, which will be useful for the rapid acquisition of materials which can then be studied at home, thus minimising time spent in the Archive.

The study hall staff will show researchers to the study space which has been reserved for their use for the entire day; it is not possible to occupy study spaces reserved for other visitors.

Researchers will find the materials they have requested at their study space. These may only be consulted one at a time. As ever, archive staff will be on hand to provide research support. On the day of the appointment, only the pieces requested during registration will be provided (3 pieces for each visit, up to a maximum of 6 pieces on the days in which the Archive is open to the public until 6 pm).