

Research room rules¹

The following rules aim to ensure the Research room proper functioning, respecting the preservation principles and ensuring the widest access to the archival heritage.

The *Soprintendenza archivistica della Sicilia-Archivio di Stato di Palermo* (Archival Superintendency – State Archives of Palermo) has three Research rooms available: *sala Catena* and *sala Gancia* for the consultation of the records held in the two sites in Palermo, and the Research room of the *Sezione* (branch of the State Archives of Palermo) in Termini Imerese.

This regulation covers the rules of conduct and the guidelines to access to the two Research rooms of the State Archives of Palermo.

Access and consultation in the *Sezione* of Termini Imerese are now ruled by the specific terms of service indicated in Article 5.

1. Access to the Research room

The archival research is free and open.

Research room is open to in-person researchers, for personal research, studies research and administrative purposes. Italian and foreigner citizens of age and minors accompanied by an adult are allowed. It is impossible to allow people who have been excluded from the research rooms, in accordance with art. 91 del R.D. n. 1163/1911.

Admission in the Research room

It is necessary to submit the admission form which is available in the Research room and on the institutional web site (<https://saassipa.cultura.gov.it/servizi-al-pubblico/sala-di-studio/>). To the admission form must be attached a copy of a valid identity card.

The State Archives admission card is valid through the end of the current calendar year.

It is necessary to submit one different admission form for each Research room of the State Archives of Palermo and the *Sezione* of Termini Imerese.

Number of users admitted in the Research room

Numbers per day:

- **12 users** in the Gancia site;
- **10 users** in the Catena site.

Opening time

- Monday, Wednesday, Friday 08:00-15:00;
- Tuesday and Thursday 08:00-16:30;
- First Saturday of the month 08:00-14:00.

¹ This is an unofficial courtesy translation of the *Regolamento di Sala di studio* of the *Soprintendenza Archivistica della Sicilia – Archivio di Stato di Palermo*, approved on September 8, 2023 and available on the institutional website (<https://saassipa.cultura.gov.it/wp-content/uploads/2023/09/Regolamento-Sala-Studio-signed.pdf>). The Italian language text shall prevail in the event of any divergence with the English translation, or omissions therein. The translation is implemented as part of the *Projects for the improvement of cultural and administrative services offered by the Administration to users*, year 2023. Ed. FG, tr. EC.

Order for archival material

The access to each Research room is allowed **only** by reservation through the online reservation platform on the institutional web site (<https://saassipa.cultura.gov.it/servizi-al-pubblico/sale-distudio/prenotazione/>). Users must

- Select the Research room;
- Specify in the field “Note” the records to consult with their archival signature, up to **four** archival units per day in each Research room.

Users can search for the archival units on the page of the institutional web site “Strumenti di ricerca” (<https://saassipa.cultura.gov.it/patrimonioarchivistico/strumenti-di-ricerca/>) or ask to the service managers. Reservation must be submitted at least **two** days before. Users can reserve the accesses in the Research room they need in the two months following.

Only the users who will have received the reservation confirmation by email from the online platform will be allowed.

For further information about the reservation procedure, please consult the dedicated page on the institutional web site (<https://saassipa.cultura.gov.it/servizi-al-pubblico/sale-distudio/prenotazione/>).

Records containing sensitive data

Records made in the last 70 years by the peripheral offices of the *Ministero dell’Interno* (Ministry of the Internal Affairs) e *Ministero della Giustizia* (Ministry of Justice) must undergo prior verification of sensitive data in accordance with current legislation, and for this reason they must be reserved at least **ten days** in advance.

2. Behaviour in the Research room

Every user must sign legibly the attendance register in the Research room.

It is not permitted to take bags, folders, any kind of cases. Please, keep them in the lockers next to the Research room.

It is also forbidden to take food, beverage or other substances or materials that could compromise the integrity and the preservation of the records.

In the Research room it is permitted to take and use pencils, sheets not bigger than A/4, notebooks and tablets with no covers.

To consider other users, mobile phones must be switched off or kept in silent mode.

It is not permitted making or taking phone calls and talking aloud. Improper use of the furniture, equipment and users' areas is forbidden. It is strictly forbidden for unauthorized persons to access not public areas.

Records consultation procedures

Equipment and tools necessary for consultation available in the Catalogue room are freely accessible and must be put back in their place after use.

It is permitted to consult only one archival unit at a time.

The consultation of records reserved by other users is forbidden.

The order within an archival unit must not be changed. Presumed defects or losses must be reported to the Research room staff. The consultation of archival units must be in accordance with the “Guidelines for archival material handling” available in the Research room and online (*English version available* <https://saassipa.cultura.gov.it/wp-content/uploads/2024/02/handling-archival-materials.pdf>).

Declassified records consultation

In the State Archives of Palermo, it is possible to consult the declassified records of the *Archivio Centrale dello Stato* (State Central Archives) remotely, according to the *Direttive Prodi* (2008) and Renzi (2014). Detailed information for consultation is available on the institutional website (<https://saassipa.cultura.gov.it/servizi-al-pubblico/accesso-da-remoto-per-la-documentazione-declassificata/>)

Reserves

Research materials may be placed on reserve for up to 15 days. Users can totally submit up to **four** requests at time.

3. Bibliographic material reservation and consultation

The same rules for the reservation and consultation of archival units apply for bibliographic material. Users can totally submit up to **three** requests at time.

4. Photo reproduction

Photographic reproduction with personal cameras.

Users can freely take photographs of the records in consultation with their own cameras for personal or research use and with no profit purpose, filling up the form provided by the Research room staff. Photographs must be taken on the user's desk, with no flash or other light sources, tripods or contact with the records, both in the Research room and in the dedicated room.

Records cannot undergo treatments that could compromise their preservation and readability (e.g., contact, crushing of the spine, use of glass or clamps).

Reproductions by the copying and photography office.

The rules for the requests of photo reproductions with fee are available on the dedicated page of the institutional website (<https://saassipa.cultura.gov.it/servizi-al-pubblico/ricerche/>). Requests must be submitted via e-mail to saas-sipa.ufficioricerche@cultura.gov.it.

Authorization to publish.

The publication of records images, taken with personal cameras or by the photo reproduction service of the Institute, must be notified and authorized by this office in advance. For further information, please refer to the dedicated page of the institutional site (<https://saassipa.cultura.gov.it/servizi-al-pubblico/autorizzazione-a-pubblicare/>).

5. Sezione of Termini Imerese

The access to the *Sezione* of Termini Imerese is only possible by booking an appointment by e-mail to saas-sipa.salatermini@cultura.gov.it.

6. Disclaimer

The State Archives is not responsible for damages to laptops or other tools left unattended by users. It is not responsible of the loss of users' computer data in case of power failure.

Internal cameras, in compliance with current regulations, monitor both sites of the State Archives of Palermo, Catena and Gancia, especially the entrances and Research rooms.

Users who do not comply with the provisions of the current Internal Regulations, after having been notified, may be removed from the Research room and, in the most serious cases, may be excluded, temporarily or permanently, from the Research rooms of all the State Archives, through a specific

ministerial decree, as well as being reported to the judicial authority for compensation for damages and the application of any criminal sanctions.

For anything not specified in this Regulation, please refer to the legislation in force on the matter: R.D. n. 1163/1911; D.P.R. n. 1409/1963; D.P.R. n. 854/1975; D.Lgs. n. 281/1999; D.Lgs. n. 42/2004; D.Lgs. n. 196/2003 e ss.mm.ii; GDPR - Regolamento 2016/679; *Regole deontologiche per trattamenti a fini statistici o di ricerca scientifica* in accordance with art. 20, comma 4, del D.Lgs. n. 101/2018 – 19 dicembre 2018; D.M. 161/2023 (Ethical rules for processing for statistical or scientific research purposes), *Linee guida per la determinazione degli importi minimi dei canoni e dei corrispettivi per la concessione d'uso dei beni in consegna agli istituti e luoghi della cultura statali* (Guidelines for determining the minimum amounts of fees and charges for the concession of use of assets delivered to state institutes and cultural places).

7. Forms

Forms not completed in every part, without signature or sent by e-mail in no .pdf format will not be accepted. Forms are available on the dedicated section of the institutional website (<https://saassipa.cultura.gov.it/servizi-al-pubblico/modulistica/>).

Palermo, September 8, 2023

The Director
Dott.ssa Ester Giuseppa Rosa Rossino