

MUSEUM OF ROME - PALAZZO BRASCHI

DOCUMENT CENTRE AND LIBRARY

PIAZZA SAN PANTALEO, 10

00186 ROME

opening hours: tuesday, wednesday, thursday: 10.00 – 17.00

telephone: 06 67108316

GUIDE TO SERVICES

LIBRARY

I. Mission and institutional targets

The Library of the Museum of Rome has a collection of approximately 7,000 volumes, for the modern section, relating to the subjects most represented in the Museum's collections, such as art, history, city planning, and the social, cultural and religious life of the city of Rome between the seventeenth and twentieth centuries.

The room of the Document Centre and Library, located on the courtyard of Palazzo Braschi, contains about 3,000 titles from the library's collection and computer terminals dedicated to the OPAC programme (Online Public Access Catalogue) of the Roman and national SBN Pole, and the SIMART database of the Sovrintendenza Capitolina ai Beni Culturali. The Museum's Library, situated on the fourth floor, contains the most important and specialized documentation about Rome.

The Museum also has a large collection of antique books, historical magazines and periodicals on Roman subjects, which can only be consulted by appointment with the competent official.

Cataloguing is carried out with the participation of the libraries belonging to SBN. The Library of the Museum of Rome belongs to the Municipality of Rome.

The Library promotes and takes care of the maximum dissemination of the information it possesses, using all available technologies. It protects and enhances the rare and valuable books and documents in its collections. It promotes the appropriate use of its services to specific groups of users.

(D.G.C. n. 689 of 20 June 2000, articles 5,6)

II. Access and inscription conditions

Free admission for browsing of the Opac catalogue and the Simart database only. Access to Library services is by free subscription.

(D.G.C. n. 689 of 20 June 2000, art. 16)

The services are open at the university students, students of Cultural Academies and Institutes, researchers, professionals, officials of the Sovrintendenza Capitolina ai Beni Culturali and MiBACT and all students who want to explore the Museum of Rome.

For catalogue access only, users must

- to leave their bags or backpacks at the lockers located at the entrance to the Hall. The Museum is not responsible for objects left in storage;

- sign the daily entry and exit register.

For the registration, other than the procedure indicated, the Users are required to

- to show a valid identification document with photograph, delivered by a public authority and recognised by the Italian State;
- produce - where available - a document certifying the registration to Universities, Academies, Professional Associations, the profile of officials of the Department of Cultural Heritage or of other cultural institutions and agencies;
- to complete and sign the entry form, to respect the present rules and regulations and authorise the use of personal data, in agreement with D.Lgs. 196/2003 (only for the first access);

III. Bibliographical information

The users can ask at the staff information, advice and assistance for the search of documents. The staff should be as helpful as possible in order to assist the users in their research.

(D.G.C. n. 689 of 20 June 2000, art. 21)

IV. Consultation

The users can access free access to the Opac <http://opac.almavivaItalia.it/RMR/> and SBN www.sbn.it databases, to the Smart database and to the information material made available.

(D.G.C. n. 689 of 20 June 2000, art. 17)

The books located in the Library and Document Centre's room are direct access. The users are not required to complete any request forms and are not limited to a certain number of books, but they are required to report the books they have taken to the staff. A maximum of 3 volumes may be consulted at the same time.

Books located in the Library on the 4th floor are available on request with a limit of 3 holds per day per user. The following times apply: 10 a.m. to 12.30 p.m. and 2 p.m. to 4 p.m. Since these volumes are mainly used by Museum officials for institutional research purposes, they may not be available to external users for long periods. In such cases it is possible to reserve the documents and be contacted as soon as they are available again.

The books that have been consulted must be left on the tables or delivered to the staff and never put back on the bookshelf. It is forbidden to take books checked out of the reading room.

For the consultation of antique books and magazines, the users must contact the responsible officer by email. In the case of rare and precious material, the access is not possible in the Reading Room on the ground floor.

V. Deposit

The users can request the deposit of the volumes received for consulting, for a maximum of 3 titles, for a maximum of 7 days.

VI. Borrowing

The borrowing service is restricted to the internal staff of the Sovrintendenza Capitolina ai Beni Culturali, subject to indication of institutional research requirements.

The period of borrowing, limited to a maximum of 2 copies at the same time, is 7 days, which may be extended by a further 7 days, including by telephone request or e-mail.

Loan requests can be made by e-mail at least one day in advance, or on the same day in person according to the following timetable: from 10.00 to 12.30 and from 14.00 to 16.00.

The User is directly responsible for the works received. You are therefore asked to check the integrity of the documents with the staff at the time of loan. All volumes must be returned in the same state of preservation and by the due date. The user is liable for any damage, loss or failure to return the borrowed book by purchasing a new copy, to be given to the library, or another title of equal value indicated by the librarian. Delay in return may be subject to suspension from services.

Large format volumes, rare and valuable books are excluded from lending. The restriction is dictated by the nature of rare and valuable material. (D.G.C. n. 689 of 20 June 2000, art. 18)

VII. Document Delivery

The Library provides a DDL service (in digital format only) for articles and individual contributions to Museum staff and to libraries that request them.

The service is available to Roman, national and European Libraries and Cultural Institutes operating on a mutual interest rate free of charge, in accordance with the limits established by the current copyright rules, namely, in general, 15% of the work, except advertising pages, works over 70 years old and out-of-catalogue titles

(L. 22/04/1941 no. 633, updated, most recently, with the amendments made by L. 28 December 2015, no. 208 and by D.Lgs. 15 January 2016, no. 8).

VIII. Donations and Exchanges

The Library promotes and extends the Museum's institutional activities through donations the catalogues of temporary exhibitions hosted at Palazzo Braschi to cultural institutions involved in or interested at the exhibitions.

The Museum of Rome receives publications donated at the Museum of Rome for picture credits, books exchanged with other Roman, national and European libraries, catalogues of current exhibitions in Rome and works on Roman themes donated for various reasons.

Publications are exchanged free of charge.

IX. Multi-library borrowing

The Library activates interlibrary borrow requests for institutional research only within the Museum of Rome, with the Roman libraries offering the service free of charge.

X. Multimedia

The users can access at 4 points for accessing Simart, the Sovrintendenza's database. A 5th computer station is dedicated for bibliographic research through Opac.

Visitors are authorised to introduce laptops and use the power connections on the reading table, subject to space limitations.

XI. Restrictions and Responsibility of the User

All users are required to conduct their behaviour in the Library and in the Document Centre in a manner reflecting the public nature of the place, the services provided and the rules and procedures.

Anyone who disturbs or is guilty of intentional damage or destruction will be called to order by the staff, who may order their expulsion from the Library.

In particular, it is forbidden to: introduce food and drink; mark or write, also with a pencil, on books and documents in the Library; smoke; disturb with the use of mobile phones.

A maximum of 2 books of one's own may be brought into the Library without the cover being removed.

Users must pay for any damage to the Library's documentary material, equipment and buildings, without prejudice to any civil or criminal liability.

This guide to services has been prepared in accordance with the directives and guidelines of the Deliberation of the Municipal Council no. 689 of 20 June 2000, "Organisation and regulation of the System of Specialised Libraries, Documentation Centres and Archives of the Superintendency of the Municipality of Rome".