

Regulations of the Library and Archives of the Accademia Filarmonica of Verona

Article 1. Functions

1. The Library and the Archives of the Accademia Filarmonica of Verona are part of a private institution which keeps an ancient book fund including music works and of arts content, printing or manuscript, dated from the XV to the XVIII century. It keeps moreover a documents archives fund (proceedings, accounts books, collections of letters) made by the Accademia Filarmonica from its foundation (1543) to the XX century.

Article 2. Use of the Library

1. The documents which are kept in the ancient fund of the Library can be consulted, by appointment, only for proved studying and research purposes.
2. The consulting applications have to be submitted using the relevant form given on request. Applicants are allowed to apply for up to two documents of the fund at the same time.
3. The consulting documents are to be put in the provided containers, if present, before handing back to the Librarian.
4. Applicants agreed to handle with care the consulting documents, which will be put on provided bookrests. It is strictly forbidden to write on personal sheets placed on top of pages of the consulting works.
5. Should applicants mean to copy, by personal means and on the place, some pages of the consulting documents, they will have to apply to the Librarian who will decide the mode of copying.
6. For no reasons the documents of the fund can be removed from the consulting room.

Article 3. Copying service

1. The Library and the Archives of the Accademia Filarmonica offer a service of copying of the documents kept in the ancient fund.
2. The copying is to be required using the relevant form and it will be made, provided that the state of conservation allows the copying using the most suitable means to guarantee the preservation of the documents.
3. The copying will be made only for scientific, study and research reasons. On request, the applicant explicitly states, under his own responsibility, that the copied material is not to be used for different purposes from the ones indicated and he binds himself to give the Accademia Filarmonica of Verona two copies of the publication he used the required material for. For any use of the copies in any kind of publications the source must be quoted (*Library and Archives of the Accademia Filarmonica of Verona*).
4. Possible requests of copying for commercial or publishing purposes will be the subject-matter of specific contract agreements with the Accademia Filarmonica of Verona.