

The History Archive of Cartiere Miliani Fabriano has been acknowledged as of great historical value and so restrictive precautions were declared by rule of D.P.R., 1409 of 30.09.1963, “*Archivio d’Impresa*” on 20th July 1964. For this reason it is considered to be of vital importance to safeguard and preserve all material belonging to the archive and regulate access to it.

ACCESS REGULATIONS

1. The consulting of documents preserved by the History Archives of Cartiere Miliani - Fondazione Fedrigoni Fabriano – is open to all those who are carrying out personal research administrative work as well as research work for study purposes on given authorization by the President of the Foundation.
2. In order to consult and be granted access to documents, the applicant will be expected to fill in a form provided by the personnel in the archives, requesting permission. This will then be given to the President of the Foundation. Applicants will need to specify the topic and objectives of their research. Students taking a degree or masters will be required to enclose a letter of presentation written by the university lecturer coordinating his/her thesis or research with the form. Authorization for access to consult the documents is to be considered strictly personal.
3. It will be the duty of the personnel of the archives to inform each applicant of the acceptance or non-acceptance of the request.
4. On receipt of authorization, it will be necessary to agree on suitable dates (also by telephone) and request information about the modalities governing consultation of documents.
5. Any archive or library material is to be consulted exclusively on the premises and in the presence of personnel. Consultation of such material is restricted to that already registered and consequently not bound by any existing norm.
6. The request to consult documents must be addressed to the personnel of the archive by filling in a request form, signed by the applicant, indicating date of request, name and surname of the applicant and classification of the archive.
7. It will be possible to consult one unit at a time unless the material is bound together with other units.
8. The applicant/user will be held responsible for the material as long as it is in his/he possession; should the applicant leave the library or reading room even for a short interval, he/she will be expected to hand in the material to the archive personnel.
9. It is strictly forbidden to:
 - put tracing-paper, transparencies or similar over the original documents and trace out with any instrument over the original documents;
 - make any markings with any type of instrument over the original documents;
 - misplace the order in which the papers have been put and handed over in envelopes, folders and registers etc;.

- tear away pages from volumes, registers etc;
- mistreat, beat or hit loose pages and bound documents;
- disturb the peace.

Should the necessity arise, the personnel responsible for the archive may be called upon to give assistance.

The personnel responsible for the archive will be expected to inform the new applicant/user on existing norms and to ascertain and check that the norms are respected on the part of the applicant/user.

10. Once the material has been consulted it must be handed in to the personnel present in the archive in the same condition as was formerly consigned to the applicant/user.

The personnel will be expected to check the integrity and sound condition of the material as formerly was.

11. No books or other library material may be lent out.

12. Photocopying up to a maximum of 10 pages at a time may be done- as long as no damage is done to the documents. The applicant/user must fill in an appositive form requesting permission to photocopy (the form may be obtained from the personnel in the archive).

The taking of photographs, digital-scanning or masterisation (listing the documents to be reproduced bearing relating marks) will be permitted only following a request addressed to the President of the Foundation who will authorize the right to do so.

Documents to be reproduced will be carried out by the personnel of the archive

Quotations cited from any relating archive-document in the research-work should bear explicit reference to the archive consulted and the following words “ on concession of Fondazione Fedrigoni Fabriano”.

13. In order to publish and use copies of archive-material, the applicant will be required to fill in a form sent to the President of the Foundation by the archive-personnel, requesting authorization to publish, indicating the following: archive-markings of the material, the title of the work, the destination of the reproductions (exhibitions, printing-publications, internet etc.) the purpose (commercial, didactic, education, cultural with non profit-seeking gain). On receiving permission the applicant/researcher will be required to cite on his publication: on indication of the Foundation, owners of the edited document and complete archive markings.

14. The research-worker will always be required to hand over a copy of his work to the archive bearing a reproduction.

15. Visits to the small Museum internal to the archive is granted exclusively to employees, clients of Fedrigoni S.p.A and scholars experts on request.

16. Archive-Consultancy may also be requested writing to the archive via e-mail or contacting them by telephone:



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17. Violation of any of the said regulations will determine the non-authorization to consult the documents and in more serious cases, to have access to the Historical Archive of Miliani Fabriano Paper Mills.

All personal information given on the application form is intended only for disciplinary purposes and subject to compliance of regulations governing relations between the archive and subsequent user in accordance with act 13 law n. 675 dated 31.12.1996. (Italian Civil Code).

Il Presidente
Chiara Medioli