

Regulation for users of the Reading room of the Historical Diplomatic Archive, pursuant to the Prime Ministerial Decree (DPCM) of September 7, 2020, and the “Safe return” Framework Protocol of July 24, 2020.

HISTORICAL-DIPLOMATIC ARCHIVE – READING ROOM TEMPORARY RULES FOR THE CONTAINMENT OF THE COVID-19 EMERGENCY

(January 2021)

Access to the Reading room will be limited to maximum 6 users per day. We remind you that it is mandatory to cancel the reservation in case of unexpected inability to attend.

In order to grant access to the maximum number of scholars, each user cannot reserve the access for more than 4 times per month. The exceeding reservations will be automatically cancelled.

1. The Reading room will have the following opening hours:

Tuesday – 9.30 A.M.- 2.30 P.M.

Wednesday – 9.30 A.M.- 2.30 P.M.

2. All users will be required to respect the following rules of behaviour and safety:

- Measuring the temperature at the entrance on the Olympic stadium side of the Ministry;
- Using the personal mask, properly worn;
- Disinfecting hands with the gel available at the entrance of the Reading room, to be repeated during the stay in the room;
- Respecting an interpersonal safety distance (minimum 1 meter) in all rooms.

3. Inventories are only available online on the Archive's website. However, if the required inventory is not digitally available, or in other exceptional cases, after sanitizing hands it will be possible to ask the staff for access to the paper inventory.

4. In order to access the Reading room, it will be mandatory to sign a self-declaration form on the Covid-19 emergency and the acceptance of the consultation rules.

5. Scholars are kindly requested to remain at the desk assigned to them by the room assistant, and to minimise their movements.

6. Exchanging stationery and writing materials among scholars, as well as with the Archive's staff, is not allowed.

7. Requests for archive material must be submitted well in advance (minimum 3 working days before the visit to the Archive) through the portal of the Historical Diplomatic Archive.

8. Scholars will find the requested material in a shelf assigned to them.

9. Scholars will be allowed to consult only one file at a time at their desk.

10. To avoid risk of contamination, the requested material can be consulted exclusively by the scholar who reserved it, and must be returned by 2.30 P.M. if the consultation is finished, or put back in the assigned shelf until the end of the consultation. At the end of the consultation, scholars are

kindly asked to put the files on specific unloading trolleys that will be available in the Reading room.

11. It will not be possible to request the returned material for the whole period of decontamination (7 days).

12. The daily activities of cleaning and sanitizing the workstations of the Reading room and the toilets will be carried out in compliance with the legislation and the protocols in force.

13. As for any other aspect not explicitly mentioned above, please refer to the ordinary regulation of the Reading room, available on the website of the Historical Diplomatic Archive.