

## Archivio del Moderno

### Rules for the consultation and reproduction of archival documents

#### *Principle of consultation*

The following persons have access to the Archivio del Moderno:

1. University professors, lecturers, researchers, PhDs and doctoral candidates, graduating students.
2. Students of the *Mendrisio Academy of Architecture* and of the *University of Applied Sciences and Arts of Southern Switzerland (SUPSI)* for course research, subject to agreement between faculty and the Archivio del Moderno Directorate with regard to the modalities of consultation.
3. Owners of properties, or delegates thereof, with limitation to materials regarding the buildings of their own property, held at the Archivio del Moderno, except in cases otherwise arranged for individual archival fonds.

#### *Rules of access and behaviour in the consultation rooms*

1. Consultation is possible only on site and by appointment from Monday to Thursday during the opening hours of the Archivio del Moderno.
2. Bags, backpacks, cloaks, umbrellas and computer cases must be stored in the cloakroom. No fountain pens or ink pens are permitted in the consultation room; note-taking can be carried out only using pencils, loose paper sheets or laptops.
3. No loud talking is allowed within the consultation room.
4. Mobile phone use is not permitted in the consultation room.
5. It is forbidden to smoke, consume food or drink in any part of the Archivio del Moderno.
6. Users are not allowed access to the repository unless expressly authorized by the Directorate and accompanied.

#### *Consultation requirements*

1. For each archival fonds for which consultation is requested, an application must be made through filling in the appropriate form. On this form, in addition to personal data and references to the institution to which the applicant belongs, there will also be indicated the name of the fonds and the reference code of the dossier to be consulted, as well as the reason for, and title of, the research.
2. Consultation is personal: each user must fill in their own request form and materials cannot be exchanged between users.
3. At least one copy of the publication or doctoral thesis that refers to the results of the research, even if there is no actual reproduction of Archivio del Moderno documents, must be sent to the Archivio del Moderno.

#### *Consultation rules*

1. Documents and books must be handled with the utmost care. Ribbons and bindings cannot be removed.
2. Where required by the conditions and type of materials consulted, the staff may request the use of special gloves.
3. Documents and books must not be underlined or written on.
4. The sequence and facing direction of the textual, graphic and photographic documents inside the respective storage units (boxes, dossiers, rolls and folders) must not be modified.

#### *Consultation restrictions*

1. Five pieces at a time at most may be delivered to the user. The user is allowed to consult one piece at a time: this means that the user is not allowed to open a second box, folder or roll before closing the storage unit that has already been consulted.
2. Fonds undergoing archival arrangement are not available for consultation.

3. Materials that the Directorate deem to present a risk of violation of privacy and security are not available for consultation.
4. Documents deemed to be fragile are not available for consultation. The Directorate may at any moment and on the basis of its own judgement exclude from consultation and/or reproduction any materials whose state of conservation makes such processes undesirable.
5. For graphic documents of which a copy is available in computer form, only video consultation is allowed, except in cases where permission is granted by the Directorate.
6. At the request of users, materials may be made available for an agreed period of time. Following this period, they will be returned to the repository.

***Rules for the reproduction of archival documents***

1. In order to request the reproduction of materials from the Archivio del Moderno, the user must fill in a specific form for each fonds. Every type of drawing, every photographic material and every document for which reproduction is requested must be described in such a way as to make identification certain by the staff.
2. Reproduction is the responsibility of the staff, who, after checking the state of conservation, will decide upon the most appropriate method.
3. The reproduction of graphic documents is usually carried out by scanning and then printing on A4 or A3 paper. For high-resolution copies intended for publication, the Archivio del Moderno will deliver a file for each document, upon payment for costs and reproduction rights.
4. Alternatively, for drawings, documents, magazines and books, once their state of conservation has been verified, it is possible for reproduction to be carried out by the user making use of a camera provided by the Archivio del Moderno staff. In this case, the staff will transfer the data to computer to be delivered to the applicants in the days following the consultation, upon payment of the relevant costs.
5. For reproduction costs, please refer to the relative table of rates.
6. The reproduction of entire fonds is not permitted.
7. The reproduction of archival inventories is not permitted until they are online.

***For reproductions used for publication, the user must agree to:***

1. indicate the source of the reproduction in the accompanying caption in the following way: **Balerna, Archivio del Moderno, Fonds (indicating the exact name of the archival fonds);**
2. send two copies of the publication to the Archivio del Moderno;
3. not publish the reproductions in the future without express authorization from the Directorate of the Archivio del Moderno;
4. comply with the law concerning the secrecy of data for documents produced in the last fifty years and the regulations governing copyright and reproduction rights.
5. For the cost of publication rights, please refer to the relative table of rates.

The Directorate of the Archivio del Moderno reserves the right to make changes to these regulations at any time.

Mendrisio, 6<sup>th</sup> December 2012

**Appendix**  
**Table of rates for the year 2022**

*Costs of reproduction*

Photography: CHF 0.20 EUR 0.20 per photo  
Photography is only permitted with the use of a camera provided by the Archivio del Moderno staff.

Photocopies:

B/w photocopies A4 size:	CHF 0.20	EUR 0.20 per sheet
Colour photocopies A4 size:	CHF 0.60	EUR 0.60 per sheet
B/w photocopies A3 size:	CHF 0.40	EUR 0.40 per sheet
Colour photocopies A3 size:	CHF 1.00	EUR 1.00 per sheet

Additional costs for reproduction

carried out by the Archivio del Moderno staff: CHF 8.00 EUR 8.00

High or low resolution scans:	CHF 20.00	EUR 20.00 per sheet
Scans sent by e-mail:	included	
Scans copied to CD:	CHF 5.00	EUR 5.00

*Publication rights*

For the reproduction of iconographic materials, a fee is charged of CHF 100.00 / EUR 100.00 per document per single publication. For subsequent publication, payment of the fee is again required.

Mendrisio, 6<sup>th</sup> December 2012