

This **Rules and Guidelines Policy for the “Luigi Chiarini” Library of the Centro Sperimentale di Cinematografia** has been drawn up in response to the need to update and streamline how users can access to and use library and archival services, in keeping with both the institutional mission of the Fondazione CSC and the latest national guidelines on managing and promoting cultural heritage.

As a scientific facility serving the Centro Sperimentale di Cinematografia, the “Luigi Chiarini” Library ensures the safekeeping, preservation and public use of a collection of books and documents of unique importance to Italian cinema and audiovisual media. This policy regulates the organization of user services, the use of bibliographic and digital resources, consultation and loan procedures, and rules of conduct for users, simultaneously promoting fair, informed and responsible access to knowledge.

Through this updated policy, the Library aims to ensure the continued and efficient operation of its services, while promoting digital innovation and cultural inclusion, in compliance with the law and national and international standards for libraries and archives.

Date: 16 October 2025

THE HEAD OF THE LIBRARY DEPARTMENT
(Mr Gabriele Antinolfi)

RULES AND GUIDELINES OF THE LUIGI CHIARINI LIBRARY OF THE CENTRO SPERIMENTALE DI CINEMATOGRAFIA

Art. 1 - Scope and purpose of the library

The Luigi Chiarini Library of the Centro Sperimentale di Cinematografia ensures the right to culture and information in an inclusive and accessible manner for all individuals, promoting study, research and the dissemination of knowledge relating to all forms of cinema and audiovisual media.

The Library's collections and services are not influenced by ideological, political or religious censorship, nor by commercial interests.

This Policy defines the terms and conditions for accessing and using the Library's services, which are provided with a commitment to continuity, efficiency and transparency.

Any updates will be promptly communicated through the Foundation's institutional channels.

Art. 2 – Collection

- The book and document collection held by the Luigi Chiarini Library is inalienable, with the exception of cases where revision and rejection procedures may apply, and consists of all materials held at the time of publication of these Regulations and any materials that will be acquired through legal deposit, purchase, donation or exchange.
- The bibliographic and archival assets of the Luigi Chiarini Library are catalogued and indexed according to national regulations and international standards and can be consulted in full via the online catalogue or the accompanying app.
- Inventory accession registers, in digital format, are produced annually. Their long-term digital preservation is ensured through the adoption of AgID-certified archiving systems.

Art. 3 - Access to the Library

- The Library is open to the general public on Mondays, Wednesdays, and Fridays from 9:30 a.m. to 1:30 p.m., and on Tuesdays and Thursdays from 9:30 a.m. to 4:00 p.m. (continued hours).
- Access to the Library, loans, and on-site consultation are free of charge.
- Internal users (students, teaching staff and CSC staff) have free access to the Library during opening hours.
- External users may access the Library for study and research purposes by booking in advance at biblioteca@fondazioneccsc.it.
- Bags and other containers must be stored in the designated lockers. The Library takes no responsibility for items stored in the lockers or brought into the Library premises.
- Provided there is sufficient space available, users may bring their own books into the reading room.
- Users will be charged for specific services (photocopying, printing, book purchases), to be settled exclusively by electronic payment or bank transfer.

Art. 4 – Consultation

- Members of the CSC are required to give at least 24 hours' notice when requesting materials for consultation; external users must give at least 72 hours' notice. This procedure is necessary in order to allow Library staff to retrieve the volumes from the Library's archives.
- Users can reserve up to nine items per day for books, magazines and press books, or up to six items per day for special materials. All queries regarding availability can be made by consulting the Library's online catalogue.
- In order to consult special items and archive documents, users must fill out and sign the appropriate form.
- All items, including press clippings, must be retrieved exclusively by authorised staff.

Art. 5 – Loans

- In order to access the library's loan services and commercial electronic resources, users must be registered on the library's database and consent to the use of their personal data in accordance with current legislation. Personal data will be stored solely for the purposes of this service and will be automatically deleted one year after the last loan and last access to the catalogue front office.
- To register, users must provide a valid photo ID issued by a public authority recognised by the Republic of Italy and state their address and personal details.
- Registration must be renewed annually, and registered users are required to promptly notify the library of any changes to the information provided.

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- Rare and out-of-print volumes, ongoing works, typewritten scripts, periodicals, archival materials, encyclopaedias, dictionaries, non-book materials and press clippings cannot be borrowed.
- Members may borrow up to three books at a time. Loaned volumes must be returned within 15 days and loans may be renewed for an additional 15 days if the book has not been reserved by other users. Ebooks may be borrowed for a non-renewable period of 14 days.
- Loan requests are assessed in accordance with current regulations. If the request is accepted, external users must pay a deposit amounting to the current value of the book, which will be refunded when the book is returned. The deposit is paid on site by electronic payment, and the refund is carried out by bank transfer.
- Users are personally responsible for borrowed items and must check them for damage, reporting any problems at the time of collection.
- All borrowed items must be returned in good condition by the due date.
- In the event of damage or failure to return items, the deposit will not be refunded. If no deposit has been paid, members are required to purchase and deliver a new copy of the item to the Library or to reimburse the Library for the value of the book. Access to all services will be blocked until full compensation for the damage has been provided.

Art. 6 – Reproduction

- The reproduction of documents is permitted in compliance with current legislation provided that it does not compromise their integrity.
- Valuable volumes, those in poor condition, large-format volumes, scripts and, in general, typewritten and handwritten papers may not be photocopied, unless after a formal request – and exclusively for cultural purposes – to be assessed in accordance with current copyright law.
- Reproduction may be carried out independently by users using the equipment made available by the Library, upon payment of set fees as per the Division's internal administrative orders and in accordance with the *Guidelines for the determination of the minimum rates and fees for the concession of use of properties entrusted to State cultural institutions and sites* (Ministerial Decree of 11 April 2023, No. 161 of the Ministry of Culture) and subsequent amendments.

Art. 7 - Document Delivery

- Partial copies of documents are provided for study and research purposes.
- Copies may also be obtained for publishing and commercial purposes, provided that the source is correctly cited and prior authorisation is obtained from the Head of the Library.
- The service is offered in compliance with current copyright law.
- Requests must be sent to biblioteca@fondazionecsc.it
- Requests must be authorised by the Library.
- The service is subject to a fee and will be provided upon approval of a cost estimate.
- Copies are made in accordance with the *Guidelines for the determination of the minimum rates and fees for the concession of use of properties entrusted to State cultural institutions and sites* (Ministerial Decree of 11 April 2023, No. 161 of the Ministry of Culture) and subsequent amendments.

Art. 8 - Information Service

The Library provides direct assistance both in person and online through a qualified bibliographic information service designed to support study and research activities.

The service, which is free of charge, covers:

- information on access and registration with the Library in order to use the online catalogue and commercial electronic resources;
- assistance in finding information and resources on a specific topic;
- support for complex research, including guidance on research strategies and relevant sources;
- information on the resources available and on how to use the catalogue and databases.

Art. 9 - Digital Library

The Luigi Chiarini Digital Library – an ongoing project aiming to digitise the library's bibliographic and archival material for conservation and dissemination purposes – offers online access to its collection of valuable copyright-free books and film periodicals in a non-printable PDF format.

This material, which can also be consulted on site, may only be printed after obtaining authorisation from the Head of the Library. Copies are subject to fees and are permitted only within the limits established by current legislation.

Art. 10 - Bibliographic courses

The bibliographic courses, which are available by reservation, are intended for:

- groups of students who wish to learn how to use the catalogue and electronic resources to expand their knowledge of the bibliographic research tools available in the Library.
- school groups or visitors who are interested in a specific bibliographic tour, during which they will be able to view original scripts, sketches, scores, sheet music, press books, rare fashion and lifestyle magazines and other items from the library's archives and bibliographic collections.

Art. 11 - Computer and Internet Use

- Users may consult the online catalogue and all databases using the available terminals.
- Users are responsible for their use of the terminals provided.
- The Luigi Chiarini Library shall not be held responsible for any civil or criminal liability arising from the improper or illegal use of the Internet connection by users.
- Users are required to comply with current regulations on copyright and privacy protection.
- The Library is not responsible for the content, quality or accuracy of information found on the Internet and does not guarantee the security of online browsing activities.
- A Wi-Fi service is available for connection with personal devices.
- The use of personal laptops is permitted provided that the use of electrical sockets does not hinder the movement of individuals or the activities of the Library. The Library manager may limit the use of electrical sockets for personal laptops in order to allow other users to access them.

Art. 12 - Code of conduct

Users must behave in a manner befitting a public place and in keeping with the rules of civil coexistence. They must not disturb or cause damage to other people or disrupt regular service.

Users are required to comply with the rules set out in this Policy and with any other rules which may be displayed temporarily.

In particular, users are required to:

- treat with care any documents borrowed or consulted in the Library;
- not damage the Library's facilities, furnishings or documents in any way;
- refrain from making marks or writing, even in pencil, on books, documents or furnishings;
- not consume food and drink in the consultation room;
- not obstruct access to stairs and escape routes by occupying them improperly;
- not disturb others with the use of mobile phones or audio devices;
- participate in evacuation drills and follow the instructions of security personnel in case of emergency;
- refrain from advertising the sale of goods or services, distributing advertising material or displaying posters and flyers without prior authorisation from the Library manager.

Users can contribute to improving the Library's services by submitting suggestions and purchase recommendations either in person or via the Foundation's website. These recommendations will be reviewed by the librarian when preparing the annual budget and planning services, to ensure that the Library's collection is constantly updated and better meets the needs of its users.