



Digital photographing of archival documents

Rules and procedures to be followed for the digital photographing of archival documents in the reading room :

- 1) each researcher who wishes to photograph documents must compile and sign the relevant form which is available at the information desk at the entrance to the reading room.
- 2) This request will be submitted for authorisation to the Director of the Archives, who will judge on merit each request after meeting with the researcher concerned.
- 3) The authorisation for the carrying out of digital reproductions, does not **interfere** in any way with the other conditions concerning the reproduction of documents such as the prohibition to copy those documents which are subject to particular dispensations, limits on photocopies from private or external fonds, and **cannot** affect the **material support on which the documents are transmitted**.
- 4) Any researcher who flaunts these rules will be expelled **immediately** from the Archives and any future consultation of documents denied.

The Director,
Jean-Marie PALAYRET



Request for authorisation to make digital photographs for research purposes

I, the Undersigned _____
(Surname), (Name)

Permanent Address _____

Email _____

Temporary Address in Florence _____

In conformity with the regulations in vigour at the Historical Archives of the European Union, which govern reproduction (photocopies and digital) agree that I must :

- Request authorisation to take digital photographs of the documents below mentioned :
- Declare that I am fully aware that reproduction from private deposits is **limited to 500 pages**, the reproduction of documents from **external Archives is limited to 300 pages**, and reproduction from **fonds where a special dispensation is required in order to consult the fonds, is strictly prohibited.**
- Declare that these photographs will be used **exclusively for private and personal use.**

Florence (date) _____ (signature)

Fonds/collections ¹	File No.	Number of pages

For internal purposes:

Decision taken and signature of the Archives' Director _____

By proxy _____

¹ Elaborate the Fonds title
 Villa Il Poggiolo • Piazza T.A. Edison, 11 • 50133 Firenze - Italia • tel. +39 055 4685 620 • fax +39 055 573728
 e-mail archiv@eui.eu • internet <http://www.eui.eu/ECArchives/EN/>