HISTORICAL ARCHIVE
ACCADEMIA COSTUME & MODA

REGULATIONS

Title I – Name

Art. 1
The Historical Archive preserves paper, iconographic, and photographic documents produced and acquired since the founding of the Accademia di Costume e di Moda Ente Terzo Settore.

Art. 2
The Historical Archive is responsible for the following functions and duties:

- Preserving the documentary heritage by providing facilities and furnishings that comply with standard archival conservation criteria and preventing its deterioration by all appropriate means;
- Organizing and inventorying materials using the most suitable systems to achieve these objectives;
- Managing the exhibition display of documentation;
- Carrying out the institutional duties of archival and academic bodies;
- Organizing research, study, and educational initiatives concerning the activities and history of the Accademia di Costume e di Moda.

Title II – Responsibilities and Roles

Art. 3

Duties of the Archive Manager:

- Coordinating and monitoring the management activities of the Historical Archive;
- Ensuring proper access to the collection and compliance with the archival arrangement of the preserved fonds;
- Promoting projects in collaboration with archives, universities, and public or private institutions aimed at enhancing the cultural value of the collection.

Duties of users:

- Users must behave in a manner that does not disturb others and must take care of the consulted materials, avoiding any damage;
- Users may use laptops or tablets solely for note-taking. The use of cameras, scanners, and mobile phones is not permitted, except upon completion of the “Request for Reproductions for Study and Personal Use” form and relative authorization;

- Smoking and the consumption of food and beverages are prohibited in the reading room.

Title III – Consultation Rules

Art. 4
Access to the Archive is free of charge and open to Italian and foreign citizens over 18 years of age, subject to completion and submission of the Access Form available online on the Library website.

Consultation is permitted upon completion of the appropriate forms provided by the Accademia di Costume e di Moda. Applicants must indicate their name and surname, contact details, the institution for which the research is being conducted, the subject of the research, and the archival fonds and relevant units requested for consultation.

Art. 5
The completed and signed form must be sent, together with a copy of an identity document, to: archivio.storico@acmedu.it.
The user will then be granted access with an assigned appointment date and time.

Art. 6
Authorization for consultation and use of documents is strictly personal and granted exclusively for research purposes.

Art. 7
Authorized users must present a valid identity document upon arrival.

Title IV – Consultation Rules

Art. 8
Ordered and inventoried fonds are available for consultation; partially ordered fonds (at the discretion of the Accademia di Costume e di Moda), for which a finding aid is available, may also be consulted. The consultable fonds, having been declared of significant historical interest by the Archivio Soprintendenza Archivistica e Bibliografica del Lazio, are subject to Legislative Decree 42/2004 and subsequent amendments, “Code of Cultural Heritage and Landscape.”

Art. 9
There is no maximum limit on daily requests; the Historical Archive office will evaluate how much material can be made available each day, depending on the type and preservation status of the requested documents.

Art. 10
Consulted documents must be handled with the utmost care. The following are therefore prohibited:

- Making notes or marks on documents in any form during consultation;
- Removing documents—even temporarily—from their folders;
- Altering the archival order of sheets, files, or photographs;
- Removing consultation materials from the reading room.
- The use of photographic devices, including mobile phones, during the consultation phase is prohibited unless specifically authorized upon submission of the appropriate application form.

Title V – Reproduction

Art. 11
Requests for reproduction of archival documents owned by the Accademia di Costume e di Moda must be authorized on a case-by-case basis by the Archive Manager.Reproduction is permitted in accordance with Article 108 of Legislative Decree 42/2004, “Code of Cultural Heritage and Landscape,” and may be carried out using personal devices (camera, video camera, smartphone, tablet, etc.), subject to completion of the appropriate reproduction request form.This authorization is free of charge when intended for study purposes.

Art. 12
Any improper or damaging use of archival or documentary materials owned by the Accademia di Costume e di Moda will be compensated in accordance with Article 2043 of the Italian Civil Code.

Title VI – Reproduction for Publications

Art. 13
Reproduction for publication purposes must be authorized separately and may be subject to a fee.

The reproduction of documents intended for publication is subject to authorization requested from the Archive Manager, who, after consultation with the Presidency, will approve dissemination of the material via the “Reproduction for Publication” form.

The authorized user, aware of the criminal penalties for false declarations under Article 47 of Presidential Decree 445 of 28 December 2000, declares compliance with current copyright regulations regarding rights held by third parties over the same materials.

Art. 13 (bis)
The user agrees that, should they cite and/or publish facsimiles of documents from the Historical Archive, they will credit them as follows:

- Accademia di Costume e di Moda, Historical Archive, Fonds (specific name).

The user may not use reproduced archival material for purposes not indicated in the authorization form, nor transfer it to third parties, nor publish, in whole or in part, documents of the Accademia di Costume e di Moda without explicit authorization.

Art. 14
In order to document and monitor scientific output resulting from the consultation of archival fonds held and preserved by the Accademia di Costume e di Moda, users are required to submit to the Library “Fiamma Lanzara” a copy of any bachelor’s/master’s/doctoral thesis or publication in which such documents are referenced.

Title VII – Final Provisions

Art. 15
Any use, in any form, of archival materials owned by the Accademia without prior authorization is punishable by law.

The Historical Archive reserves the right to modify the articles of these regulations, and any changes will be promptly communicated.

Historical Archive Office