



# ARCHIVIO APOSTOLICO VATICANO

## RULES FOR SCHOLARS

1. **The Archives are open to qualified Researchers (up to a maximum number of 60 daily presences) from institutions of Higher Education who are conducting a scientific research project and have an adequate knowledge of archival research.**
2. **Applications to access to the Archives must be submitted to the Prefect according to the form available on the web site of the Archives. The applicant should wait the approval of the application.**
3. **Enclose a copy of the Degree Certificate, a copy of a valid identification document (ID Card or Passport), a passport photo, and an original letter of commendation on headed paper by either a recognized institute of research or by a person suitably qualified in historical research (i.e. a full time or associate professor), according to instructions in the form.**
4. Entry Cards expire on 30<sup>th</sup> June of each year and could be renewed only after handing back the expired one.
5. Undergraduate students are not granted admission into the Archives.
6. The Archives are open to Scholars from September to June with the following timetable: Monday to Friday, from 8:30 a.m. to 13:45 p.m. The Admissions Secretary issues entry cards from Monday to Friday, from 8:00 a.m. to 12:00 p.m. Closures are shown in the «Calendario dell'Archivio» (Archives Calendar). The Bursar's Office is open to Scholars from Monday to Friday, between 10:00 a.m. and 12:00 p.m.
7. It is forbidden to bring bags, briefcases/computer bags, ballpoint pens, fountain pens, felt-tip pens, etc., cameras, food and drinks into the Study Rooms. Mobile phones must be kept switched off. In case, please, ask the Study Room staff for permission to use electronic devices not listed above.
8. Only documents up (until) the end of the Papacy of **Pius XII** (9<sup>th</sup> October 1958) can be viewed, except when a document is covered by the provisions set out in articles 39 and 40 of the Vatican Law on the Archives of the Holy See.
9. Ordering archival units is regulated as follows. Scholars can ask up to 3 archival units by 12:00 p.m. and possibly 2 more archival units, by 1:00 p.m., for the afternoon consultation.
10. The Scholar could ask to keep in deposit for some day up to three archival items.
11. All volumes and documents must be handled with the utmost care. It is strictly forbidden to write, even in pencil, on archival documents or to place paper or any other objects on the material. Furthermore, the order of the papers of the archival items must not be altered when reading them.
12. Scholars who need to take notes, may **only use graphite-pencils**. Ballpoint-pens, fountain-pens, felt-tip pens, etc., are strictly forbidden.
13. If the volume, the folder or the document handed to the Scholar is in a poor state of conservation or shows any problem whatsoever, the Scholar must inform the staff members in the Study Room.
14. It is strictly forbidden to take documents out of the Study Room.
15. Indexes must be read in the Index Room and put back in their place. Scholars are not allowed to totally or even partially produce photocopies of these volumes.
16. All Printed material must be viewed in the "Sisto V" Study Room, where it is also possible to access digital copies of the original registers and documents on CD-Rom and DVD-Rom, using specially-dedicated stations, as well as to read the electronic versions of the indexes and inventories available in the intranet. Scholars are not allowed to produce full or even partial photocopies of the printed material.
17. Silence must be observed at all times and in all parts of the Archives. The appropriate dress code and maximum respectfulness for the study environment is required.
18. Scholars unfamiliar with the Archive fonds and indexes should refer to the reference guidebook found among the tools provided by the Prefecture. They should manage their own researches using the publications available in the Study Rooms. Study Room staff members shall provide researchers with any further information or explanation they may need.
19. Researchers are not allowed to take pictures of the documents. Copies can be requested by filling out the appropriate form available in the Study Rooms and available on the web site of the Archives.
20. In order to publish the picture of a document for editorial and/or exhibition purposes, **a prior authorization** should be obtained from the Archive Prefecture, by filling out the form available on the web site of the Archives.
21. **When Scholars are authorized to access the Archives, they also accept the obligation to send to the Prefecture a copy of their publications, articles in journals, exhibition catalogues, books etc. (either hard copies or electronic format) whenever documents from the Archives are used or cited.**
22. **The reference of all volumes and documents should be quoted in the correct and concise form, as indicated in the Index of the Fonds. If in doubt, please ask a staff member in the Study Room. The words «Archivio Apostolico Vaticano» (AAV) must be completed with referral to the Vatican City, and not to Rome.**
23. Those who fail to observe these Rules will no longer be allowed to access the Archives.