

HOW TO ACCESS THE STUDY ROOM

- May be present only **n. 4 scholars simultaneously**.
- Access to people with symptoms such as fever (greater than 37.5°), cough, cold or under quarantine is prohibited.
- It is possible to enter the Study Room only by wearing a **mask and gloves**; the Institute provides users with hand sanitizing devices.
- **Access to the disabled** is only possible if they can use the lift independently.
- Must be respected the **minimum distance of m 1** from any person with whom you come in contact, including employees and officials in charge of the Study Room service.
- It is forbidden to go around the Study Room or the access routes to it without a specific reason.
- The consultation of inventories will take place only in *online* mode with own means.
- In this emergency phase it is necessary **to book access to the Study Room day by day, indicating at least approximately the time** and warning in case of renunciation, in order to avoid attempts to access which could not be processed to achieve the maximum number of simultaneous presences. Reservations should be sent to prenotazioniasre@gmail.com address at least 2 or 3 days before; from the same address users will receive the confirmation reply. **In case of non-cancellation** if the reservation cannot be respected, it will be possible to make a new one only in the following week. Together with the booking, the *Anamnesis form* below must be completed.
- The **request for archival material** can only be made **on booking** together with access for no. 1 piece. Distribution of new materials from our **Secondary Office has been suspended** until new provisions.
- As issued by the circular of the Archives General Management, containing the «Guidelines for the management of sanitization and disinfection operations in the Archives and Libraries» developed by the Central Institute for Pathology of Archives and Books, «... it is considered possible to shorten the 10 days indicated on the Guidelines to the **7 days** currently indicated by the Report of the Ministry of Health - General Management for Health Prevention 0017644-22/05/2020». **The material consulted will therefore not be available for another scholar in the following 7 days.**
- **For new users only:** fill in the first access form "Study Request" below, to be returned to the Reggio Emilia State Records Office by sending it via e-mail together with a photo / scan card of identity, or (but less recommended) by delivering everything upon entering the Study Room.
- Users can access the Study Room only 1 at a time, without causing assemblies and stays that go beyond the time necessary for reception; waiting for other people to enter will be carried out on the veranda respecting at least 1 m. distance between each one, available with special adhesive tapes on the floor.
- The daily registration in the Study Room will only take place by the service staff.
- The staff will give users the keys to the lockers (for bags and personal items and anything that cannot be entered in the Study Room by Regulations). The lockers will be used only by 1 user and at the end of the day they will be closed for adequate sanitation.
- For hygienic reasons **only your own pencil** can be used.
- The supervisory staff have the authority to intervene in the event of risky behavior.

USER MEDICAL HISTORY CARD

The undersigned _____ born in _____ on ____/____/____

Residing in _____ in via _____ n° _____

Mobile phone _____

wanting to access the consultation of archival material at the Study Room of the State Records Office of Reggio Emilia,

aware of the criminal consequences foreseen in case of false declarations to public officials (art. 495 penal code)

DECLARES UNDER ITS RESPONSIBILITY

Not to be subjected to the quarantine measure or not to have tested positive for COVID-19;

and also:

1) Have you had any of the following exposures over the past 14 days?

- Close contact (face to face) or in the same closed environment with a suspected or confirmed case of COVID-19 without the use of personal protective equipment yes no

- Assistance to suspected or confirmed COVID-19 person without the use of personal protective equipment yes no

2) Did I have the following symptom?

- Fever YES NO

_____, ____/____/2020

SIGNATURE

The State Records Office carries out the processing of personal and health data in the context of prevention of contagion from COVID-19 and in accordance with the provisions of the implementation of anti-contagion safety protocols pursuant to art. 1, no. 7, lett. d) of the Prime Ministerial Decree of 11 March 2020; their conservation will last until the end of the state of emergency; in the eventual use of thermoscanner, the data will not be recorded in any case. There will be no disclosure of such data to third parties outside the specific regulatory provisions (e. g. in the event of a request by the Health Authority for the reconstruction of the supply chain of any "close contacts of a worker who has tested positive for COVID-19"). The provision of personal and health data is at this juncture mandatory. Responsible for the treatment is the Director of the State Records Office himself, who is assisted by administrative staff.



MINISTERO PER I BENI E LE ATTIVITÀ CULTURALI E PER IL TURISMO
 ARCHIVIO DI STATO DI REGGIO EMILIA

ID	<input type="text"/>	DATA	<input type="text"/>	PROT.	<input type="text"/>
IDENTITY CARD NO.	<input type="text"/>				
SURNAME	<input type="text"/>				
NAME	<input type="text"/>				
BORN IN	<input type="text"/>	ON	<input type="text"/>		
CITIZENSHIP	<input type="text"/>				
RESIDENT IN	<input type="text"/>				
ADDRESS	<input type="text"/>				
PHONE NO.	<input type="text"/>	e-mail	<input type="text"/>		
WITH ADDRESS IN	<input type="text"/>				
ADDRESS	<input type="text"/>				
SUBJECT	<input type="text"/>				
FOR USE	<input type="text"/>				

The undersigned asks to be admitted to the study room and declares, under his own responsibility 'not to be excluded from the study and reading rooms of the Archives and Libraries; undertakes to comply with current regulations relating to the service rendered to the public by the State Records Offices, as well as to supply the Institute's library with a copy of its work if published, or a copy of the typescripts, lists, files, etc., if sections of works not intended for publication.

The State Records Office, in the manner provided by the DL 30.6.2003 n. 196, carries out the processing of personal data of scholars who apply for access to the study room. The treatment, carried out with or without the aid of electronic means, is carried out only for purposes related to the exercise of the discipline that governs the relationship between the Archive and users. No disclosure of such data will take place. The person in charge of the treatment is the Director of the State Records Office, who benefits from the collaboration of the custodial and Study room staff. The provision of personal data is mandatory. Refusal results in exclusion from Study room services. In relation to the processing of personal data, the interested party has the rights referred to in art. 7 of Legislative Decree 30.6.2003 n. 196.

For reading and acceptance

SIGNATURE OF THE SCHOLAR

Date.....

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The scholar is admitted in the Study Room until 31 December current year

Date

THE DIRECTOR of Study Room

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WARNINGS

Admission is strictly personal. The Director reserves the right to exclude the material being restored or in a poor state of conservation from the consultation. For any facsimile reproduction, it is necessary to ask for specific authorization specifying the signature and content of the individual documents.