



USER REGISTRATION FORM

PERSONAL DATA SHEET

PLEASE WRITE CLEARLY

Acronym of the Operator _____

LAST NAME _____ FIRST NAME _____

PLACE OF BIRTH _____ STATE _____

DATE OF BIRTH ____/____/____ PERMANENT ADDRESS _____

CITY _____ ZIP CODE _____

TELEPHONE NO. _____ MOBILE PHONE NO. _____

E-MAIL ADDRESS _____

I.C. PASSPORT DRIVER'S LIC. NO. _____

ISSUED BY _____

OCCUPATION _____

CURRENT ADDRESS (if different from permanent address) _____

CITY _____ ZIP CODE _____

CONSENT TO USE OF PERSONAL DATA

I declare I have read the privacy policy and I hereby authorize the Fondazione Giorgio Cini to process my personal data according to restrictions and conditions of use expressed in such policy.

DATE ____/____/____ SIGNATURE _____

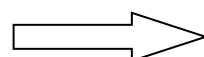
I authorize the Fondazione Giorgio Cini to send me information concerning cultural activities.

DATE ____/____/____ SIGNATURE _____

ASSUMPTION OF RESPONSIBILITY

I declare I have read and understood the rules, the conditions of access and registration to the Fondazione Giorgio Cini libraries. I declare I intend to avoid any behaviours that would imply failing to comply with such rules and regulations. (see back of the page)

DATE ____/____/____ SIGNATURE _____



ABSTRACT FROM RULES AND REGULATIONS

Access

Access to libraries and to photo library is allowed to researchers older than 16.

Access to the Nuova Manica Lunga is only allowed for reference or visit of temporary exhibitions.

Access to lateral cells in the Manica Lunga shall be authorized by librarians, upon request by users who have justified reasons of study or research.

It is forbidden to cross the areas open only to staff members, and it is necessary to follow the path as shown on the map attached to Regulations.

At the entrance of the Nuova Manica Lunga, it is necessary to stop by the reception desk and give the library user card to the librarian, or put it into the dedicated box. When leaving, once concluded the consultation in the library, users shall take their user cards back.

Volumes cannot be taken out from the areas intended for reference.

A cloakroom is located on the left of the Nuova Manica Lunga; it features lockers where jackets or coats can be hung, together with bags, envelopes, or other types of containers and object whose introduction into the Nuova Manica Lunga has not been expressly authorized by the Head of the Public Service.

Users can bring their own books or photocopies and personal computers. The staff is not responsible for personal objects or goods introduced by the users in the Nuova Manica Lunga or left in the cloakroom.

In case the electronic detection device is activated, users are required to allow the staff to check any potential illegal possession of materials and/or documentation of the Nuova Manica Lunga. The staff can apply appropriate sanctions (see section "Behaviour and sanctions").

Behaviour

Users must have an appropriate dress code and maintain a behaviour that respects the decorum of the place.

Specifically, it is forbidden:

- a) to go to places that are not shown on the map;
- b) to smoke, drink or eat in the library halls;
- c) talking and/or studying aloud;
- d) to keep mobile phones switched on, unless they are in silent mode;
- e) to disturb in any way other users;
- f) to reserve seats and occupy them for longer than necessary;
- g) to use improperly the furnishings, the equipment and the environments (i.e. to sit on the tables or on the stairs) and to prevent complete accessibility by other users;
- h) to use the IT tools for purposes different from the online bibliographic consultation: in particular, it is forbidden to use e-mail, to surf the internet with aims different from study and research, and to burden in any way the software structure and the hardware equipment provided;
- i) to enter without authorization in premises where the offices are located and to use equipment and materials assigned to the library staff;
- l) to have an inappropriate attitude to the decorum of the Institution.

Sanctions

Users must respect the provisions of this Regulation.

Those who infringe the above-mentioned Regulation, may be excluded temporarily or permanently from access to libraries and photographic archives; in particular those who are found guilty of any kind of subtractions, mutilations or damages will be excluded from libraries and referred to the Court. All the above-mentioned cases imply the obligation to personally refund the damage.