

RULES FOR CONSULTING DOCUMENTS

REQUEST TO CONSULT

Requests to consult the documentation at the Associazione Archivio Storico Olivetti (AASO), be it from the Olivetti Company/Telecom Italia Collections, the Adriano Olivetti Foundation Collections and those associated to it (Ludovico Quaroni Collection, Friedrich G. Friedmann Collection and Maria Luisa Neri Collection), the Ex Olivetti Employee Collection and the Fiom-CGIL Olivetti RSU Collection are subject to the regulations contained in these Rules.

1. The AASO is open to researchers and scholars that intend to carry out research and analyses on topics directly or indirectly linked to the history of the Olivetti Company and the entrepreneurial and cultural story of Adriano Olivetti as well as other Olivetti entrepreneurial characters. The AASO provides non-confidential inventories of the catalogue collections also on IT media. Admission is subject to an official request backed-up by a research project. The research, delivery to the researcher and subsequent replacement of the documentation by AASO personnel, as in the provision of the inventories, imposes no obligations on the researcher. In cases of complex and protracted researches taking longer than 3 days of consultation, AASO reserves the right to ask for a contribution proportionate to the requested workload and this also applies to the quantity of documents should a transport service be needed. In such cases a cost estimate will be provided.
2. To be admitted for consulting materials, the applicant must give AASO the consultation request which can be downloaded from the following website www.archiviostoricolivetti.it with all the information requested duly filled out.
3. The application must be accompanied by an index of the theses/research or a general description of the methodology and contents of the study. A bibliography reference is recommended.
4. The AASO shall process the consultation requests for primary sources through an Association Assessment Committee. Bearing in mind the research framework topics and depending on AASO's own projects, the Committee shall give its decision within thirty days of the request having been received. Access to the catalogued primary source archive is guaranteed and given priority to scholars conducting high level scientific research therein including students preparing theses and research papers for their research doctorates or for specialist degrees. Scholars preparing a three-year thesis or those conducting studies of marginal interest in terms of content may, as a rule, consult secondary sources, i.e. publications located at the AASO (books and magazines) or consult the site online "Olivetti, the story of an enterprise" (www.storiaolivetti.it). Access to the archive is, however, permitted "to scholars who make a reasonable request through the Archive Superintendent for Piedmont and the Aosta Valley, in accordance with the Code of Cultural Heritage - Legislative Decree 42/2004, Article 127, paragraph 1.
5. As a rule, the request must be sent at least four months prior to the expected completion date of the study and, in any case, in enough time for the archive staff to set in motion the admission procedure and to finalise the consultation date. For degree and doctorate purposes, consultation admission must be accompanied by a written statement from the thesis professor/tutor giving proof of why consultation at the AASO is required to finish the study.
6. The student / researcher commits to deliver to AASO on completion of the study, a copy of the thesis, research, articles or published volumes (even in simple digital format). On delivery of the paper, it shall be open to consultation by other researchers at the AASO. In cases where the authors do not authorise consultation, their decision must be communicated to AASO.

7. The student / researcher must directly agree the consultation times and methods with the AASO Secretary who will assess the situation in light of the other requests received.
8. The collections being classified and inventoried and other deposited / personally owned confidential documentation preserved on the premises are not included in the consultations.

CONSULTATION MODES

9. The Archive is open for consultation by appointment on Tuesdays and Wednesdays from 8.30-12.30 and 13.30-17.00. In agreement with the President, the archivist can authorise requests to extend the consultation time beyond Tuesdays and Wednesdays when necessary to complete the research with regard to the relevance, the distance the researcher has to travel and any other objective restrictions given that they are compatible with the obligations and commitments previously undertaken with other researchers by AASO.
10. Scholars are requested to leave bags and document holders at Reception and pick them up on leaving.
11. The AASO shall make inventories available to scholars. Document consultation is carried out under the supervision of the archive staff.
12. Borrowing of documents and books is strictly forbidden in addition to the use of personal reproduction systems (cameras, mobile phones with cameras, etc.).
13. Scholars must register all the documents they have consulted even when not used for their research purposes on a form where these must be listed.
14. In cases where declared theses cannot be consulted, these will not be accessible for consultation until 40 years have passed since the degree exam date (Legislative Decree No. 42, 22 January 2004, Article 122). In this case, such theses can only be consulted by the tutor and co-tutor.
15. The AASO must always be cited as being the depository for the documents used in the following way: Associazione Archivio Storico Olivetti – Ivrea, Italy. Should documents be found in the Adriano Olivetti Collection Archives then, in addition to the depository, the Foundation must also be cited, in the following way: Courtesy of the Adriano Olivetti Foundation.
16. Scholars commit: to adhere to all the Rules laid out in this document as well as those provided by the AASO archivist, to handle the documents with great care, not to make any markings on the texts or any type of sign and not to take notes by leaning their notebooks/paper on the documents. In cases where these rules are not respected, AASO has the right to revoke any access to documentation with immediate effect and demand payment for the damage inflicted. Hand written notes can only be taken in pencil. Finally, in order to protect the documentary heritage, should the AASO have copies of any the requested documents on other media then these shall be handed out for consultation in place of the original.
17. The documents conserved at the AASO can be consulted in accordance with the rules established in this document with the exception of those specified as confidential which can be consulted 50 years after their date. The nature of the confidentiality shall be declared by the archivist in agreement with the President on the basis of what has been established by the depositors and/or proprietors and the Association's Assessment Committee.
18. In agreement with the President, the archivist may waive these limitations for reasons of particular interest in research, study or opportunities without prejudice to the legal limits.

19. The confidential documentation subject to specific release when it is handed over and relating to purely private situations can be consulted 40 years after the date when the data were produced as prescribed in Legislative Decree No, 42 of 22 January 2004, Article 122.
20. The company Group Board of Directors minutes (photocopies of which can be found at AASO) can be consulted 50 years after the meetings took place. Requests relating to this type of documentation can only be met after having been communicated to the contact Member under the 'silence is deemed consent' procedure.
21. Documents owned by private individuals or entrusted to them and deposited by them with the AASO or donated, sold or left as an inheritance to AASO are subject to the same consultation regulations provided for in these Rules for collections already owned or managed by the AASO. The depositors and those who donate or bequeath the documents to the AASO, can nevertheless impose the non-consulting condition on all or part of the documents deposited in the last 70 years. This limitation does not apply to the depositors themselves, the donors and any other person designated by them.
22. Documents from the Collections owned by the Adriano Olivetti Foundation or associated to it (Olivetti Family Collection, Friedrich G. Friedmann Collection, Ludovico Quaroni Collection and Maria Luisa Neri Collection) can be consulted and reproduced on the written authorisation of the Adriano Olivetti Foundation. The reproduction costs are charged to the scholars as prescribed in these Rules.
23. It is possible to reproduce books and magazines preserved in the AASO under the restrictions prescribed by law. Duplications can also be made of documents only when used for the purpose of the project for which they were requested. These duplicates cannot be ceded to third parties and their use for different purposes must be agreed with the Secretarial Office of the AASO. Reproduction of documents conserved at the AASO must have prior authorisation. The task of reproducing the documents can only be carried out by the in-house staff entrusted with the service. The maximum number of copies allowed is 100 without prejudice to legal limitations. The possibility of making a greater number of copies must be agreed by the archivist in agreement with the President on the basis of well-founded reasons of scientific interest without prejudice to legal limitations. The AASO can copy documents by photocopying or with photographic techniques such as prints, slide duplications or in digital format. It is also possible to copy technical drawings under the consent of the archivist in agreement with the President. It is forbidden to divulge or broadcast the photocopied documents using any type of media whatsoever.
24. The archivist, in agreement with President, may remove documents whose conservation status makes such a provision necessary for consultation or reproduction. Reproduction is not allowed, unless otherwise authorized by the archivist, in agreement with the President, in the following cases:
 - bound documents
 - documents in a fragile or poor state of conservation.
25. Charges will be applied for the reproduction costs of the requested documents. An up-front payment must be made (half of the estimated total cost) to set in motion the process and full payment of the remaining amount will be required when the work is finished in order to pick up or ship the requested reproductions.
26. Digital reproductions of images do not come under the consultation context and the AASO has the right to provide these when handed a request concerning a relevant project. The digital reproduction costs are defined in the list of fees (vd.http://www.archiviosistoricolivetti.it/wp-content/uploads/2019/02/larchivio-tariffario_aaso_en.pdf).
As regards film reproductions, the AASO has stipulated an agreement with the National Cinema Enterprise Archive for the films to be conserved in their cinema library. Hence, watching and/or reproducing all or part of the films in the AASO cinema library is done at the: Cinematography Experimental Foundation, - National Cinema Library – Piedmont Premises – National Cinema Enterprise Archive in Ivrea. Viewing is free and by appointment. The reproduction fee is calculated on a case by case basis in agreement with the President and in collaboration with the National Cinema

Enterprise Archive Management. Documents shipped to the applicant can be done by post in an envelope (regular or priority post) or by parcel post depending on what has been agreed. A cost estimate will be provided.