

ORDER OF POOR CLERICS REGULAR OF THE MOTHER OF GOD OF THE PIOUS SCHOOLS

GENERAL HISTORICAL ARCHIVE OF THE PIOUS SCHOOLS

**General Curia of the Piarist Fathers,
Piazza dei Massimi, 4,
00186 ROME**

REGULATIONS FOR CONSULTING THE ARCHIVE

as from 1 February 2007

- 1)) The archive of source documents, testimonials of the history, teaching and spirituality of the Order of Poor Clerics Regular of the Mother of God of the Pious Schools (Piarist Fathers) is held in the General Archive of the Pious Schools (Archivio Generale delle Scuole Pie, henceforth AGSP), in Piazza dei Massimi 4, in Rome.
- 2) Papers are deposited in the archive as the finale step in the life of a document. That document becomes part of the AGSP when it is no longer of use and has exceeded the time in which it would normally be consulted (50 years).
- 3) The person responsible for the AGSP is the General Archivist.
- 4) The Order realises that this archive is of interest for humanity and has thus decided to provide a cultural service in opening the Archive to the academic world and to individual scholars.
- 5) The AGSP is, irrespective of their nationality or religious faith, open to scholars carrying out academic research into the history of the Order and general culture.
- 6) Those allowed to consult the archive will be valid researchers, with an Italian university degree (or its foreign equivalent), from a university-level academic institution which studies subjects related to the documents in this archive, who are undertaking research of a serious academic kind. Archivists and other scholars who are noteworthy for their academic publications, may be admitted at the discretion of the General Archivist.
- 7) University students working on a pertinent dissertation or thesis may have access to the archive if they present a letter from their supervising professor or from a relevant member of the church authorities, who will present and illustrate the subject of their research and who will guarantee for them.
- 🗑️ Final and irrevocable decisions on who may or may not be admitted to the AGSP will always rest with the General Archivist.
- 9) Each scholar must present a application for admission which includes his or her personal data, details of the reasons for his or her research and of the institution, or other, for whom the research is being carried out. Moreover, they are required to send an email letter from the guarantor authority (the local Ordinary, the head of a reputed academic institute for research, or an person in authority known to the Archivist).
- 10) The application must indicate the following: full name; academic qualifications; profession; work experience and/or publications (if any); nationality; permanent resident address and current address in Rome; the precise subject or the research being undertaken and the reasons for it. On

being granted access, it is necessary to sign the visitors' register and hand in the documentation, which will be kept in a personal file,

11) Access to the AGSP is available on making an appointment with the Archivist or with other authorised personell of the AGSP.

12) Any publication resulting from research undertaken with documents in the archive must be sent to the AGSP. All documents quoted in any publication must be acknowledged as AGSP source documents (ASGP is the official abbreviation of the Archive).

13) Documents which have not deteriorated or are not fragile may be photocopied. No more than 20 photocopies may be made in any one day.

14) Digital photography is permitted, although it must be understood that digital photography is governed by the Italian 'Ronchey Law' [*****QUI DEVONO DIRE QUAL'E' - anno, numero ecc ecc*****]

15) The Archive will be available for consultation during the following days and hours (by appointment only):

Monday mornings from 09.00 to 13.00

Tuesday afternoons from 13.00 to 17.30

16) The ASGP address is:

Archivio Generale delle Scuole Pie

Piazza dei Massimi, 4

0186 ROMA

Tel. 06 68 407 41

06 68 407 451

email: archgen@scolopi.net

www.scolopi.net

17) The following are not allowed to be taken into the archive room: no bag, nor file nor closed exercise book of any kind; no pen or any other writing implement other than a pencil is allowed. The use of a personal computer is permitted.

18) Requests to consult volumes, documents or bibliographical material will be made through the authorised personnel on duty in the AGSP.

19) All volumes and documents must be treated with maximum care. It is thus forbidden to annotate them with pencil or to rest working notes or file cards upon them. When bundles or envelopes of papers are being consulted, they must be kept in the order in which they are found.

20) It is forbidden to take any document or book out of the ASGP.

21) Smoking is not allowed in any part of the ASGP.

22) Scholars are kindly requested to inform Archive personnel of any details regarding bad arrangement or conservation of the documents, as well as any anomalies noted in their description, classification or cataloguing.

23) Any application to consult the Archive presupposes having accepted the regulations contained

herein. Any person who disobeys these regulations will be excluded from the Archive.

24) Should there be any theft or damage of Archive material, the persons responsible will be prosecuted. If done by university students, then their guarantors will also be held responsible.