

Rules of the Library of the Institute for Musical Heritage in Piedmont

Regulation

Please find here below the Rules of the Library of the Institute for Musical Heritage in Piedmont.

Art. 1. Tasks and services of the Library

The Library of the Research and Documentation Center of the Institute for Musical Heritage in Piedmont is open to the public and contains a reference material mainly of a musicological nature or, in any case, of high cultural profile, specialized in the sectors of history both local and general, figurative and thought arts. The Library provides the following services:

1. Acquisition, ordering, preservation and increase of library and documentary material.
2. Safeguard of rare and valuable book and documentary material.
3. Publication of studies, music, catalogs and records related to musical history.
4. Implementation of cultural activities (conferences, seminars, conventions).

Art. 2. Library staff

The Library's responsibility is entrusted to its Director, who is responsible for scientific, library and administrative management.

In particular the Person in charge:

- Ensures the functioning of the Library and the provision of services;
- Carries out functions inherent to the acquisition of the library and documentary material, to his order and to his public;
- Employs the staff according to the service requirements;
- Takes care of the good preservation of the materials and furnishings existing in the Library;

The employment of any voluntary personnel who work alongside the permanent staff is governed by special agreements stipulated with the Municipality.

Art. 3. Opening of the Library to the public

The opening of the Library is 15 hours per week, distributed from Tuesday to Friday for at least 11 months a year.

Special openings of the library can be scheduled to the public in conjunction with particular events.

Art. 4. Order of collections: section funds

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The book and documentary heritage owned includes:

- Fund of the Institute for Musical Heritage in Piedmont
- Alberto Basso Fund
- Ferruccio Civra Fund
- Franco Vitale Fund
- Rosario Scalero Fund
- Serge Bertino Fund
- Umberto II Fund

The funds are divided into sections:

- Musicology
- Critical music editions
- Practical music editions
- General culture
- Periodicals (mainly of musical and musicological character)
- Performance programmes
- Catalogs of musicians
- Recordings and record recordings
- Photos
- Microfilms

Art. 5. Increase in collections

Collections can be increased through purchases, gifts and exchanges.

The choice of library and documentary materials for the increase in the assets of the Library is entrusted to the Person in charge.

Art. 6. Inventories, registers and catalogs

The Library maintains and updates, for internal use and on electronic form, the inventory register, which is also available to the public.

Art. 7 Cataloging and classification procedures.

All materials must be taken over in the specific entry register. Each unit must have its own entry number.

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The cataloging of the printed works must follow the Italian rules of cataloging by authors (REICAT) and the international catalographic description rules (ISBD); the subject indexing must keep in mind the List of subject headings for the catalogs of Italian libraries and for bibliographic information, then Central Institute for the Single Catalog.

The cataloging of all other documents must follow the same rules, with reference to the international ISBD cataloging description according to the document registration support.

Art. 8. Storage

To ensure the correct storage of the owned material, the Library is required to periodically clean and dust, check and verify the status of the collections.

Art. 9. Onsite consultations

The consultation onsite of the works placed on open shelves is free. The consultation of the remaining works not directly available to the users is done through the distribution staff.

The user cannot leave the Library before having returned the volumes taken in consultation.

Anyone who wishes the work consulted to remain available must request it.

Art. 10. Photostatic, photographic and microfilming reproduction

The photocopying service is managed by the Library staff and is reserved for material belonging to the Library.

Art. 11. Rules of conduct for the public

Every citizen has the right to use the services offered by the Library on the condition of guaranteeing the respect of the rights of others and to comply in particular with the rules referred to in the following paragraphs.

A certain degree of silence is required in the entrance hall and in the distribution room.

The Reading Room is available to those who wish to consult the material of the Library: silence must be kept in it.

Access to the reserved rooms must be authorized by the Person in charge.

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The tracing of the illustrations or anything else that could still stain or damage the material is prohibited.

Photographic or Photostatic reproductions can be performed only under the control of the Person in charge.

Smoking is forbidden throughout the Library.

Art. 12. Changes to these Regulations

Any change to these Regulations must be decided by the Governing Board of the Institute for Musical Heritage in Piedmont.

Art. 13. Publication of the Regulations

These Regulations must be displayed or made available to users of the Library.