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PHOTOGRAPHIC REPRODUCTIONS BY USERS

According to the L. . 4th august 2017, n. 124 and the circ. [n. 33/2017](#) and [n. 39/2017](#) of the Direzione generale degli Archivi it is now possible to have:

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1) - DIRECT PHOTOGRAPHIC REPRODUCTIONS CARRIED OUT BY USERS : the direct photographic reproductions of items by users without flash or tripod is free in case of no profit photo reproduction, if it is directed to educational/ research purposes, or to promote the knowledge of the cultural heritage.

INSTRUCTIONS :The direct photographic reproduction of items under consultation by users is possible to be carried out in the study room on the appropriate tables without flash or tripod.

Documents already digitised are excluded from direct reproduction. See PAD <http://www.archiviodistato.firenze.it/archividigitali/>

The reproduction of an entire fonds or archival series must be authorised by the Director of the State Archives of Florence. The user is required to deliver a digital copy of the reproduction to the Institute.

2) PROFESSIONAL PHOTOGRAPHIC REPRODUCTIONS VIA CONCESSIONARY PHOTOGRAPHER

on behalf of the users who request it, a service of photographic reproduction carried out by an external concessionary firm is available

(Firm Donato Pineider, headquarters located in Via G. D'Annunzio 207, 50135 FLORENCE phone no. 3392846863 – 055 697214, donato.pineider@alice.it) who can do the work (not exclusively)

INSTRUCTIONS: It is possible to request the reproductions of documentation by users in the study room or from the outside and without going to the Institute via a concessionary photographer according to the following modalities:

- the requests of archive documentation reproductions must be transmitted on to the appropriate [reproduction request form](#) (PDF File)_composed of two faces that can be downloaded from the Institute website and have to be sent to the Direction of the *Archivio di Stato di Firenze*, the Archive of the State of Florence or by priority mail, or by email to [as-fi\[at\]beniculturali.it](mailto:as-fi[at]beniculturali.it);

- before filling out the [reproduction request form](#), it is imperative to get the full archive signature of the document (*fondo*, possible series, item n., fol. number, r/v), those who cannot come to consult the documents for which they would like the reproduction of, can write to the *Archive of the State of*

Florence and ask for a search to be made in order to check if the document is conserved here and also to get their archive signature. Then this signature has to be copied by the applicant on the reproduction request form;

- it has to be mentioned on the reproduction request form that you intend to carry out reproductions from the concessionary photographer in institution;

- the requests of reproductions filled on forms and approved are transmitted from the reproduction Service of the *Archivio di Stato di Firenze* to the firm Donato Pineider to whom will not be given concession of the material execution of exclusive reproductions;

- after having delivered or sent the reproduction request form properly filled out to the *Archive of the State of Florence* the user will receive by email from the firm Ditta Donato Pineider the estimate of the requested work;

- to know the price of reproductions, you may consult the [price list](#) (File PDF).

- the estimates sent are not binding. It will be accepted if they are paid in advance. Indeed it is the prepayment that turns quote requests into reproduction orders;

- once the estimate is collected, the firm Pineider will carry out the reproduction of the document; then the images will be sent to the applicant, most of the time attached in an email or they will be given a link to download it. CD-ROMS and DVDs containing requested images may be sent by post worldwide;

- if the item reproduced is integral the user is obliged to file a digital copy of the reproduction to the Institute;

- (for forms that present incomplete information, deadline of thirty day starts from the reception of the latest integration of indispensable data that will allow the identification of the requested documents to which is added, the necessary deadline for the withdrawal and for the photos material execution after the user has paid)