



Ministero della Cultura

DIREZIONE GENERALE ARCHIVI
ARCHIVIO DI STATO DI FIRENZE

as-fi@beniculturali.it

PHOTOGRAPHIC REPRODUCTION RULES

According to *Codice dei beni culturali*, as modified by the L. 4th august 2017, it is now possible to have:

1) DIRECT PHOTOGRAPHIC REPRODUCTION BY SCHOLARS AND USERS

Direct photographic reproduction by scholars and users, without flash or tripod, is free for educational / research purposes, or to promote - with non-profit aims - the knowledge of the cultural heritage.

Documents already digitized are excluded from direct photographic reproduction and can be consulted on the [Archivi digitalizzati](#) webpage or in the *Fototeca digitale*, in the Reading room.

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

2) PROFESSIONAL PHOTOGRAPHIC REPRODUCTIONS VIA CONCESSIONARY PHOTOGRAPHER

A photographic reproduction service by an external concessionary firm is available to scholars and users who request it: firm Donato Pineider, phone no. 3392846863 – donato.pineider@gmail.com

- the requests must be transmitted downloading the [reproduction request form](#) and sending it to as-fi@beniculturali.it;
- before filling in the request form, you need to get the archival signature of the document (fond, series if possible, item number, folio number, r/v)
- scholars and users that cannot visit the State Archives, can ask for a search to be made to fill the reproduction request form writing to as-fi@beniculturali.it;
- scholars and user will receive by email a quote of the requested work ([price list](#));
- quotes are not binding, and work will be performed only if it is paid in advance. It is the payment that turns quotes into reproduction orders;
- once the quote is approved and paid, the photographer will take the shots and send the images via a file exchange system.

For the request and reproduction procedure, a period of 30 days is the estimate process time. If the form is missing relevant information, process time of 30 days starts from the reception of the complete information to identify the documents required.