

GENERAL HISTORICAL ARCHIVES OF THE ORDER OF FRIARS MINOR
(AGOFM-STORICO)

RULES FOR USERS

1. Qualified researchers with archival research training who are interested in the archive may be admitted to the archive to carry out academic research.
2. An application must be made in order to access the archive (in the case of students, this must be accompanied by a letter of recommendation from an accredited academic research institute, or a qualified person in the field of historical research). This application must include surname, first name, occupation, educational qualification, nationality, address of permanent residence, and the reason for the research. The application must be forwarded to the following e-mail address: archivum@ofm.org. Once accepted, the user may access the Archive during its opening hours.
3. As a rule, because of the limited number of places, and to allow the largest possible number of researchers into the Reading Room, entry to the Archive to pursue the same research topic is not permitted to more than one person at a time.
4. Before entering the Reading Room, the scholar must sign the register and complete the form provided by the Director of the Archive.
5. The use of mobile phones is strictly forbidden. These must be left in the designated location, along with bags or personal folders.
6. Please keep maximum silence in the different areas of the Archive, and wear clothing appropriate to a study environment.
7. Documents may be consulted only up to the year 1958. For some arias the year for consultation may be different.
8. Please use the proper forms to request volumes and documents. No more than three volumes or packets per day will be allowed.
9. The volumes and documents must be treated with the utmost care, and therefore the making of annotations on them, even in pencil, is forbidden - as is the placing of papers and worksheets upon them. When consulting packages or files of loose papers, the order given to sheets and dossiers must be retained.
10. Scholars who wish to take notes in writing may do so, using pencils exclusively. The use of ballpoint pens, fountain pens, markers, etc is prohibited.
11. If the volume, the packet, or the document are received in a poor state of conservation or have any other problems, please inform the Director of the Archive.
12. No document may be taken out of the Reading Room.
13. Scholars are not permitted to publish whole volumes, or any part of them.

14. Copy or photographic services are not available.

15. Admission to the Archives implies that scholars assume the obligation to send copies of their publications (articles in journals, exhibition catalogues, books, etc.), in which documentary material of the Archive is used or cited, to the Secretary of the Archive. Failure to submit such copies will result in the suspension of permission to use the Archive until the publications concerned have been received.

16. The exact wording for references to the archive is: General Historical Archives of the Order of Friars Minor (AGOFM-Storico). Where appropriate, a further reference to the city of Rome may be used.

17. Failure to observe these “Rules for Users” will result in the withdrawal of authorization to use the Archive.

18. The Opening Hours of the Archive are: September 21st to June 30th: Monday, Wednesday, Friday from 14.00 to 18.00 hours¹. The Archive is closed to the public from July 1st to September 20th.

¹ In order to facilitate users, requests concerning alternative days and times may occasionally be considered.