



**Kunsthistorisches
Institut
in
Florenz**

Max-Planck-Institut



MAX-PLANCK-GESELLSCHAFT

USER INFORMATION

Kunsthistorisches Institut in Florenz
Max-Planck-Institut
Via Giuseppe Giusti, 44
50121 Florence / Italy
Tel.: +39 055 24911-1
Fax: +39 055 24911-55

Website: <http://www.khi.fi.it>
Email: info@khi.fi.it

Photo Library
Palazzo Grifoni Budini Gattai
Via dei Servi, 51
50122 Florence / Italy
Tel.: +39 055 216707
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The Kunsthistorisches Institut in Florenz is a research institute dedicated to the history of art and of architecture. Its main focus are the art and visual culture of Italy, Europe, and the Mediterranean in a global perspective. Founded in 1897 on a private initiative of a group of scholars, the Kunsthistorisches Institut in Florenz is one of the oldest institutions for art-historical research. It has been affiliated with the Max-Planck-Gesellschaft since 2002. The Institute has a particular commitment to promoting young researchers. It boasts an extensive Library and Photothek, which are open for international research. Current individual and cooperative projects at the Institute deal with trans-cultural dynamics, ethics and architecture, history of science and of museums, photography, the relation between aesthetics and ecology, languages of art and art history, and interactions between discourses on images and objects.

General Information

- A valid user ID card is required to use the Library and Photo Library. You can apply for a pass during the times stated on the back page.
- A user ID card is for the exclusive use of the individual to whom it was issued.
- Every user must deposit his or her user ID card at the entrance desk upon arrival, where it will be held until your departure.
- Coats, bags etc. must be stored in the Cloakroom. The Institute cannot be held liable for any loss of or damage to valuables.
- Before leaving the Institute, any study materials brought into the building with you must be presented to staff at the exit unprompted. Private books must also be presented to staff when you enter the Institute. Our members of staff are authorized to carry out checks.
- The Library and Photo Library are open-access reference collections. It is not possible to take away items on loan.
- Books, photographs and catalogues must be treated with care. It is forbidden to make notes or marks in books or manuscripts, to correct errors, to bend or fold sheets or plates, to trace maps or plans, or to insert bookmarks. It is strictly forbidden to make personal notes on books or photographs.
- Uncut books may only be opened by members of library staff.
- Any new or existing damage to books or photographs must be reported to Institute staff.
- Users are asked to keep noise to a minimum and to show consideration for other readers. Smoking, eating and drinking are not permitted in the Institute, and the use of mobile phones is also forbidden.
- Laptops, tablets etc. may only be taken into the Institute's rooms if removed from their bag or case. They can be used in all rooms in the Library and Photo Library.
- WLAN: Please ask staff at the entrance for access details.
- Visitors bringing their own devices may use the outlets found in most work spaces; however, we kindly request that occupied outlets are left undisturbed.

With the receipt of a user ID card, every user undertakes to abide by these terms of use and to comply with the instructions of Institute staff. Contraventions may lead to the withdrawal of your user ID card. In the case of particularly serious offences, the Directors reserve the right to inform other libraries and institutions of the exclusion of a user and the reasons behind it.

Information regarding the use of eduroam

eduroam is a secure wireless LAN for all members of the Kunsthistorisches Institut in Florenz, as well as for external users of the worldwide eduroam network. Authentication is performed using the access data of users' home institutions.

Please use the eduroam Configuration Assistant Tool (CAT) [<https://cat.eduroam.org/>] to set up the connection on your device. This program automatically configures all required settings for different operating systems (Windows, macOS, Linux, iOS and Android).

Information regarding data processing pursuant to Art. 13 of the EU General Data Protection Regulation (GDPR)

- Contact information of the controller
The controller in the legal sense is the Max-Planck-Gesellschaft zur Förderung der Wissenschaften e.V. (MPG), Hofgartenstraße 8, 80539 München / Germany, Phone: +49 89 2108-0.
- Contact information of data protection officer
The data protection officer of the controller is Heidi Schuster, Hofgartenstraße 8, 80539 München / Germany, Phone: +49 89 2108-1554, E-Mail: datenschutz@mpg.de
- Purpose of data processing
The Kunsthistorisches Institut in Florenz – Max-Planck-Institut collects the data of users to enable use of the Library and photo Library. Unrequired data are collected on a voluntary basis. You may revoke your given consent at any time [E-Mail to: tessere@khi.fi.it]
- Legal basis for data processing
The legal basis for data processing is Art. 6, para. 1, letter b for mandatory data or, alternatively, your consent pursuant to Art. 6 para. 1 letter a GDPR.
- Data recipients and categories of data recipients
Your personal data are processed in the context of order processing on systems of the GWDG GmbH. Your data are not passed on to third parties.
- Duration of storage
The data are deleted upon termination of the user relationship or, in case of optional data, upon revocation of consent.
- Rights of the data subject
You have the right to information regarding your stored personal data; the right to have the data corrected if incorrect, the right to have the data deleted if stored without authorisation; and the right to data portability. You also have the right to submit an appeal to the regulatory authority. For the MPG, this is the Bavarian State Office for Data Protection Supervision [Bayerisches Landesamt für Datenschutzaufsicht], P.O. Box 606, 91511 Ansbach / Germany.

The Library

The Library is subdivided into specific subject areas (sections). Each section is identified by its own capital letter(s).

Section	Description
MAN	Manuals
BI BL	Bibliographies
A	Language dictionaries, biographical dictionaries
B	Periodicals
	General Art History
C	General Art History
D	Architecture
E	Sculpture
F	Painting, Manuscript Illumination, Drawings
G	Print media
	Italian Art, History and Culture
H	History of Italian Art
J/J° /Ja	Italian Artists / Modern Italian Artists (born after 1870)
K	Florence, History
Ka	Florence, Cultural History
L	Florence, Topography
La	Florence, Art History
M	Italian Regions: History and Art History
N	Italian Topography: History and Art History by location (A–P)
Na	Venice
O	Rome
P	Italian Topography: History and Art History by location (Q–Z)
Q	Italian History and Cultural History
R	Italian Regional and Cultural Studies
S	Italian Literature
	Art, History and Culture of Other Countries
T	History, Art History, Artists, Topography, Literature Eastern Europe and Southeast Europe
Td	Asia and Africa
Te	
	Other Subjects and Related Disciplines
U	Archaeology
V	Applied Arts
W	History and Cultural History (general)
X	Iconography
Y	Aesthetics, Art Criticism, Theory and Techniques, Anatomy, Heritage Conservation
Z	Catalogues of public and private art collections and exhibitions
Za	Auction catalogues

Catalogue

Online Catalogue

Our kubikat online public-access catalogue (OPAC) covers the Library's complete holdings. In addition to title searches, it also allows subject searches via keywords for many of our monographs, essays and reviews.

Book service

Books from the Library can be delivered to the Photo Library for consultation. It is also possible to consult books from the Photo Library in the Library. For these services, please contact the staff at the reception (portineria).

Using the Library

- Manuals, periodicals, bibliographies (MAN, A, B and BIBL) and new acquisitions (displayed in Reading Room J) must be replaced on the shelves after use by readers themselves. All other books must be returned to the trolley in the rooms from which they were taken.
- Users may keep a maximum of three books at their desk for extended use/consultation. Please use one of the self-check devices located throughout the library to register books into the self-check system. Upon doing this you will receive a confirmation receipt. This should be inserted in all books checked-out to library users. Manuals, periodicals, bibliographies and new acquisitions may not be reserved in this way. Please note that all checked-out books will be cleared from the desks for reshelving by the end of every month.
- Volumes identified in the online catalogue as RARO (old and rare books) are held in a separate repository. They are only available for collection at the specific times of 10am, 11.30am, 2pm and 3.30pm and must be ordered in advance. Order forms and ordering instructions can be found in Reading Room J. A maximum of three titles can be ordered at one time. To collect their books, users must present their order form at the entrance to the RARO deposit on the 1st floor. In order to protect the Library's valuable holdings of rare books, special measures must be observed when handling RARO volumes. These measures are set out in the Rare Books Terms of Use. After consultation, rare books must be returned to the entrance desk by 7pm.
- A microfiche and microfilm reader/printer is available for use on the 2nd floor, under the guidance of Library staff. Copies may only be made of single pages, not entire publications.
- CD-ROMs must be requested and collected from Library staff and may be played on the reader's own computer. Such use is at the reader's own risk and responsibility.

- Photocopies (on the 2nd floor) and scans (on the ground floor and 2nd floor) may only be made for personal use. Public dissemination of such photocopies or scans and any commercial use of the same are forbidden. The legal provisions regarding the protection of copyright must be complied with when making reproductions of any kind. Copy cards can be obtained from the entrance desk upon payment of a deposit.
- No reproductions may be made of books, periodicals or large-format volumes published more than 100 years ago.

Library helpdesk

The Library helpdesk, located in Room Man/A on the 1st floor, is staffed every day from 10.30am–12.30pm and 2–4pm for all queries relating to using the Library. Outside these hours, in urgent cases it is also possible to speak to a member of Library staff in their office.

The Photo Library

The Photo Library at the Kunsthistorisches Institut in Florenz comprises photographic images predominantly of Italian art from late Antiquity up to the 20th century. Its holdings are divided into four main subject areas: Architecture, Painting, Sculpture and Applied arts. Antique Art thereby constitutes a separate section incorporating mosaics, painting and sculpture as well as architecture.

The Architecture section spans the period from the Early Christian era to the present day and is organized by stylistic epoch and, within these epochs, by country. In the case of Italian architecture, photographs are subdivided according to region (from north to south) and, within these regions, alphabetically by location. In the case of non-Italian architecture, images are classified by country and, within the countries, alphabetically by location. The Architecture section also houses the subsections Architectural Drawings, Landscape Architecture, Urban Planning, Museology and Theatre Design. Architectural drawings by artists of the Renaissance, Baroque and modern era are arranged alphabetically by artist.

The Painting and Sculpture sections are classified first of all by country and, within each country, by stylistic epoch. Each subsection begins with photographs of works by named artists, arranged alphabetically by artist. These are followed by photographs of anonymous works, arranged in topographical order. Drawings, Prints and Miniatures are also housed within the Painting and Sculpture sections. The Painting section also includes a subsection on Portraiture and another on Self-portraits in the Collection of the Uffizi.

The Applied Arts section is organized first by genre and, within each genre, by stylistic epoch.

The Photo Library also houses the Library's Section Y holdings on the History and Theory of Photography.

Photo Library Catalogues

Catalogues for Holdings Dated 1897–1993

Holdings acquired up to 1993 in the sections Painting, Sculpture, Architecture, Drawings and Applied Arts are catalogued in two card indices: a Topographical card index (organized alphabetically by place) and an Artists' card index (organized alphabetically by artist name).

Prints are likewise catalogued in a card index and are organized by inventors and engravers (alphabetically by name).

It is also possible to search for images under thematic headings via the Iconographic card index, in which photographs from all sections of the Photo Library are systematically catalogued in terms of subject represented.

Online Catalogue

The online catalogue contains full entries for all photographs acquired since 1993, along with thematically related older images, and is available online via the Bildindex der Kunst und Architektur (<http://www.bildindex.de>). This German-language pictorial index of art and architecture provides access not only to the KHI catalogue but also to the collections of many German museums and to important photographic libraries dedicated to the history of art (e.g. the Bibliotheca Hertziana, Max Planck Institute for Art History in Rome and the Zentralinstitut für Kunstgeschichte in Munich), and to the databases of various university art-history departments.

Digital Photo Library

As part of the Photo Library, the Digital Photo Library (<http://photothek.khi.fi.it>) provides free access to ca. 50,000 digital images, including both digitalized negatives and digital photographs, to which the KHI owns the copyright.

Using the Photo Library

- Photographs may only be consulted in the rooms of the Photo Library.
- With the exception of large-format images, which may only be consulted in the presence of Photo Library staff, users are permitted to take photographs out of boxes and folders themselves.
- After consulting the photographs, users must place them back inside their folders and corresponding boxes.
- The boxes must be returned to their place after use.

- Users are requested not to make changes to attributions, locations etc. but to inform the Photo Library staff should any details need updating.
- Users can order copies of photographs for study purposes (photocopies or scans on the user's own USB key). A maximum of 25 copies are permitted per order.
- For academic publications, high-resolution digital images under KHI copyright can be ordered from the Digital Photo Library (email: fototeca@khi.fi.it).
- For study purposes, users are permitted to take pictures with their own camera of photographs complete with their mounts, using the copy stand provided for this purpose. Please sign the accompanying declaration.
- Please note that photographs not carrying the KHI copyright stamp on their mount may be subject to the copyright of another archive or another person.

Publications

As a general rule, authorization to reproduce materials from the Library and the Photo Library for study purposes does not include permission to publish them. In the event of publication, it is the responsibility of the author to comply with all copyright legislation. Manuscripts, documents, photographs etc. from bequests held at the Kunsthistorisches Institut in Florenz may be published only with the express permission of the Managing Director. The Institute must be given a copy or offprint of every such publication.

The Library of the Kunsthistorisches Institut in Florenz is always grateful to receive a copy of publications prepared on the basis of research conducted at the Institute. The Photo Library is likewise delighted to accept photographic material that is no longer required.

Florence, February 2018

The Directors
Alessandro Nova
Gerhard Wolf

Safety Instructions

Use of Ladders and Steps

GENERAL INFORMATION

- Ladders and steps should be used correctly and with due caution at all times.
- Footwear and clothing must be appropriate.
- If no ladders or steps are available, no other aids may be used.
- Climbing up onto the shelves or furniture is strictly forbidden.
- The library staff will be happy to assist you.

USING THE LADDERS AND STEPS

- Only use the ladders and steps if you are in good health.
- If you wish to consult books that are heavy or very high up (>2m), we recommend that you contact a member of the library staff.
- The ladder must be correctly hooked into the track before use.
- If the ladders or steps exhibit any obvious signs of wear, damage or other abnormal features, please inform library staff immediately.
- Pregnant women are advised against using the ladders and steps.
- Do not lean out from the ladder/step in order to reach a shelf.
- Ladders/steps may only be used by one person at a time.
- Avoid lingering on the ladders/steps in order to consult books.
- If ladders/steps are to be used in the immediate vicinity of a window, the window and its shutters must first be closed.
- Do not leave the ladders/steps in front of or behind doors or emergency escape routes or where they may not be seen.
- Before using the rolling ladders in the Periodicals reading room (ground floor), please read the instructions on display there.

Emergency and Evacuation Procedures:

If the acoustic alarm sounds (continuous tone), the fire doors will automatically close. In the event of an emergency, please follow the instructions below:

- Keep calm.
- Proceed immediately to your nearest emergency exit, leaving all your books and belongings behind.
- Follow the marked emergency escape routes to the emergency exits.
- The lifts must not be used during emergencies.
- Follow the instructions of the safety officers.
- After closing automatically, the fire doors can be opened manually.

In the event of an outbreak of fire:

- Alert Reception on the internal telephone number -9.
- Get away, if possible, from the source of the fire.
- Follow the instructions of the emergency squad or safety officers.

In the event of an earthquake:

During the earthquake

- Keep calm.
- Seek shelter beneath tables, architraves or doorways.
- Seek shelter away from the centre of the room and away from windows and fixtures.
- Do not leave the building while the earthquake is happening.

After the earthquake

- Look out for falling, sharp or protruding objects.
- After the earthquake, if you hear the alarm signal or are close to an emergency exit, leave the building.
- Follow the instructions of the safety officers.

Opening hours

Monday to Friday

Library: 9am–8pm

Photo Library: 10am–7pm

The Institute is closed on public holidays and on certain other days of the year. Details are published in the Calendar on our website (<http://www.khi.fi.it/en>).

User ID cards are normally issued at the following times:

Tuesdays	10am–11am
Wednesdays	2pm–3pm
Thursdays	10am–11am

For more information about user ID cards, please contact tessere@khi.fi.it.