

Regulations regarding public admittance to the Telecom Italia Archive

Art. 1 In accordance with the dispositions of these regulations, scholars and researchers aged 18 and over are allowed to visit the Telecom Italia Archive. Students may be admitted if they are accompanied by a teacher or educator. Company employees may also consult the documents.

Art. 2 In order to gain admittance to the reading room, ID and an application for admittance must be submitted to Archive staff, if preferred by fax or e-mail, stating the name, address and qualification of the applicant and the purpose of the research they wish to carry out. Authorization to enter the reading room is granted by the Company in accordance with the criteria set forth in these regulations.

Art. 3 The Archive is open by appointment from Monday to Friday between 9:30 AM and 1 PM, and then 2 PM and 6 PM. It is closed to the public in August. The Archive may announce other periods of closure for work reasons.

Art. 4 Every time that they enter the Archive, scholars must present an ID document and sign the attendance register. It is not permitted to introduce overcoats, bags, umbrellas or similar objects onto the Archive premises; these items must be deposited at the entrance. The Archive is not responsible for any money or valuables that may be left unattended.

Art. 5 Silence must be respected in the reading room. Smoking and the consumption of food and drink is prohibited.

Art. 6 Requests to consult documents must be made using one of the forms available in the reading room. The reading room is equipped with archive research tools, and advice may be sought from Archive staff. Documents may only be consulted in the reading room. As a matter of course, researchers may not keep more than one item open for study at any one time. This rule is obligatory in the case of loose papers. For good reason, the reading room manager may allow consultation of two items at the same time for comparative purposes, after all due precautions have been taken to prevent mixing up the papers concerned.

Art. 7 Documents regarding non-confidential operations completed more than 30 years ago may be freely consulted. Papers regarding Human Resources Management may be consulted if completed more than 50 years ago. This

longer time period also applies to papers as specifically indicated in the catalogue for reasons of corporate confidentiality.

Exceptions may be made in the case of research or studies carried out exclusively for the purpose of gathering statistical data, or in cases specifically authorized by the Company. Exceptions may also be made for employees, dependent upon authorization from Archive managers.

Art. 8 The wording of documents kept in the archives may only partially be transcribed and published.

Photostat copies of documents may only be made on the premises. Documents available for consultation may be reproduced free of charge up to a maximum of 100 photocopies per user per day. Full publication of documents and photographs, and photo reproduction, are subject to receipt of authorization from archive staff; sources and reference data of the documentation concerned must be cited.

Art. 9 Scholars who are writing dissertations or papers on the company must not only cite the source and reference data of papers consulted (by way of example: Telecom Italia Archive, collection subsection, folder number etc.), they must also submit a copy of their work or publication or university degree thesis to the Archive.

Art. 10 Use of tape recorders, portable computers etc. is permitted.

Art. 11 The books and periodicals kept in the reading room may be freely consulted exclusively within the room itself. Archive staff will replace any materials consulted.

Art. 12 It should be noted that care must be taken to avoid the slightest damage to the materials consulted. It is specifically forbidden to make any mark on documents, including pencil marks.

Art. 13 Users who fail to observe the regulations contained herein will be barred from the Archive. Anybody guilty of stealing or damaging articles will be subject to pursuit by legal authorities.