



REGOLAMENTO DELLA BIBLIOTECA

1. ACCESS

The Library of Fondazione Eni Enrico Mattei is a specialized library for the study, research and updating in the field of economic history, energy and sustainable development.

It is open from Monday to Thursday from 8:30 to 12:30, and from 13:00 to 15:00. Any changes to the timetable will be communicated in advance on the institutional website.

Access to the Library is allowed to all those who wish to consult the library and archival heritage, upon request for an appointment. Requests can be sent by email to the following address: library@feem.it or by calling 02 403 36953.

The Fondazione Eni Enrico Mattei reserves the right to refuse access and consultation of the requested material.

Personal data and information will be used for internal purposes only, as indicated in the [informative note](#).

Bags and briefcases must be left in custody at the reception.

Smoking, food and drinks are strictly forbidden inside the entire building. Fondazione Mattei does not take on any responsibility for thefts and loss of personal belongings.

It is allowed to use electronic devices (laptops, tablets, silent smartphones), volumes and photocopies for individual study.

2. MATERIALS' CONSULTATION AND REQUEST

The consultation of archives and books is free.

It is recommended to request the documents in the booking email, in order to be sure of finding them on the scheduled day. Furthermore users can freely access to the bookcase and extract the desired documents.

For each document requested, a special form will be filled in, with all the data useful for registering the consultation. After the consultation, the materials will be returned to the library staff, in the state in which they were received.

The documents may be kept in storage/stock for a week, at the end of the period they will be replaced, and to consult them it will be necessary to make a new request.

3. LOAN

The library does not make individual loans to external users.

The loan is allowed only to internal users of the Foundation, with different return times, also for users already registered at the libraries of Polo Lombardo 2.

The library applies reciprocity free of charge in case of interlibrary loan.

4. PHOTOCOPIES AND SCANS

The user assumes all responsibility for the use of the reproduced material.

It is possible to request, at your own expense, the reproduction for personal use of the documents owned by the Foundation, in compliance with the current legislation on copyright (Law n. 248/2000).

5. RESTRICTIONS

It is strictly forbidden to damage in any way the heritage of the Foundation; make signs, emphasize or write, even in pencil, on documents and volumes. Anyone who damages the properties of the Foundation, or who commits other serious misconduct or behavior prohibited under these rules will be excluded from admission to the Foundation's premises.

The offender will be obliged to pay damages.