



International Museum of Ceramics in Faenza - Foundation
Attachment a) decision no. 23/PR on 8.03.2006

OPERATING REGULATIONS AND POLICIES OF THE LIBRARY OF THE INTERNATIONAL MUSEUM OF CERAMICS IN FAENZA

Art.1 - Institution and aims

The International Museum of Ceramics in Faenza Foundation was set up in accordance with Faenza Council, the Province of Ravenna, the Chamber of Commerce, Ravenna Artisan and Agriculture Industry and the Founders. The Foundation aims to provide for:

- the preservation, promotion and valorisation of the cultural and historical heritage of ceramic art, nationally and internationally;
- organisation by the International Museum of Ceramics in Faenza;
- the development of all relevant activities related to the valorisation of the historical heritage, including the organisation of education and training initiatives, of research and restoration in the ceramic field, and of publication through appropriate editorial means;
- the development of activities which promote culture and art, including in collaboration with public and private partnerships;
- the promotion of economic interests through specific cultural, Museum and exhibition initiatives;
- the search for resources to purchase works of art in order to enrich and increase the collections, and to increase the heritage on display in the Museum;
- to valorise the synergy between the historical tradition of ceramics in Faenza and current production capability.

The Library of the M.I.C. Foundation intends to achieve these aims: since the very beginning and the first Statute of the Museum in 1908 where the aims included "gather publications in such a way as to offer scholars bibliographic material such as ceramic critiques, histories, art and technology documents."

The International Museum of Ceramics in Faenza Foundation adheres to the general principles which inspire libraries and in particular to the principles of the UNESCO (United Nations Educational Scientific and Cultural Organisation) Manifesto on public libraries (1994) and on the intellectual freedom of the IFLA (International Federation of Library Associations and Institutions) of 1999, on the basis of the fact that it favours complete rights to information.

The Library also assumes as a principle and practical application the cooperation between specialised library institutions, of differing natures, public and private, particularly related to institutes in the Province of Ravenna and the Emilia-Romagna Region and, in general, national and international organisations. The Library supports the Polo Librarians of the Province of Ravenna, the Emilia-Romagna Librarian Organisation and the National Librarian Service, guaranteeing the checks of duties and obligations of participation.

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The Library adheres to the principles of L.R. 24/03/2000 n. 18 of the Emilia-Romagna Region and respects the rules on cataloguing and the standards indicated by the regional and national organisms.

Art. 2 - Heritage and accounts

The MIC Foundation allows the use of the Library for the correct conservation and use of the collections, holding mid to long-term programmes in its headquarters.

The Library encourages access to its buildings and services to disabled users in accordance with structural factors and use of heritage commitments.

The MIC Foundation Library heritage consists of volumes, Italian and foreign, ancient and modern, from auction catalogues and magazines.

This heritage is organised, according to the aims of the Statute, to study and research in the field of ceramic art, other decorative arts and art in general.

The Library is equipped with furnishings, information instruments and catalogues on paper and on computer.

The MIC Foundation, in accordance with its organisational possibilities, intends a part of its budget for increasing the heritage, adjusting furnishings, instruments and services, taking into consideration international standards for specialised libraries.

In order to reach these aims the Library may stipulate conventions, take part in consortiums with public and private institutions, both Italian and foreign, search for forms of sponsorship and financing.

The Library presents year-round and annual programmes included in the budget proposal. At the end of each year the Library presents reports on the activities and statistical information including qualitative and quantitative figures.

Art. 3 - Functional Organisation

The activity of the Library is based on analyses structured on the needs of its users, both internal and external.

The Library designs functional interventions and the necessary integrations for the heritage are inserted into the Library's annual planning.

The Library strives to constantly increase the number of local users and those coming from further away in order to reach its user potential.

Regarding the treatment of the materials the Library adopts the procedures set out in the economic library discipline.

The Library develops the functions of organising the collections and services, coordination of human resources, planning and reporting of the budget, requests for financing, carrying out programmes of cooperation and special projects, physical treatment, conservation, cataloguing of materials, national and international inter-library loans, consultancy of users, promotion of the heritage and services.

The Library operates within the framework of the strategic lines indicated by the Board of Directors of the Foundation and according to the guidelines agreed with the Management.

Art. 4 - Personnel and Human Resources

In order to achieve its aims, the Library makes use of internal and external personnel and collaborators, chosen on the basis of their specific competences and the projects to be implemented.

The activity of the Library is coordinated by the Director of the International Museum of Ceramics in Faenza Foundation and is carried out by suitable personnel who are both culturally and professionally prepared.

Art. 5 - Public Services

The Library offers its services on the basis of principles of equality of access, impartiality and continuity.

The Library offers consultation services and loans (local and inter-library) for works, library consultancy, education for users and the realisation of specialist bibliographies.

The basic services from the Library are free (consultation, study and local loans).

The characteristics of the services and the rights of the users are indicated in the Regulations and Policies.

Art. 6 - Relationship with the users

The Foundation is equipped with instruments for evaluating the functioning of the Library, the accomplishment of objectives and user satisfaction.

REGULATIONS AND POLICIES

1. The Library of the International Museum of Ceramics in Faenza Foundation offers services on the principle of equal rights of all users. There is no distinction in supply of services on the basis of sex, race, language, religion or political opinion. Services are supplied specifically for disabled users.

2. The Library provides preferential services for cultural and research activities for the Foundation and students and teachers from the State Art Institute and for the G. Ballardini Ceramic School.

3. The services are offered to all citizens, the service of loans is guaranteed to Italian citizens and foreigners living in Italy at the time of enrolment and in possession of a valid identity document. The service of consultancy via internet is reserved to those over 18.

4. The Library of the International Museum of Ceramics in Faenza Foundation relates to the users with a criteria of objectivity, fairness and impartiality. Every user can count on the complete availability and competence of the staff in satisfying their requests.

5. The provision of services, in the way stated above, is continuously and correctly insured.

6. Any interruptions to the services will be promptly communicated to the users and all measures will be taken to minimise the inconvenience caused to the users.

7. The Library favours direct contact with the users to explain and demonstrate the various possibilities on offer. In this context the Library offers guidance to the user about the heritage and the services available also through other similar libraries.

8. The user is supplied with all the information necessary in guaranteeing their choice, in particular as to the services which include refund of expenses. The user may, at any time,

present their claim, make observations, suggestions for the improvement of services, also informally.

9. The user has the right to access information in the Library. The user may at any time check the progress of a particular request at the Library (requested, inter-library loan, requests for material from the storage area).

10. The Library intends to supply its services in a way suited to achieving the aims of efficiency and effectiveness, also considering the heritage and services offered by other libraries in Faenza so as to maximise the usefulness of the resources. The Library plans for the improvement of the quality of its services by taking into account suggestions from users.

INSTRUMENTS FOR THE SUPPLY OF SERVICES

For the conservation of the heritage and the supply of services the Library makes use of buildings, some open to the public and others with restricted access, situated in the historical headquarters of the organisation (and of deposits situated in other parts of the city). At the headquarters users have access to a large reading room with many chairs where it is possible to find the main general works organised on open shelves. Other materials are conserved in closed shelves and are available on request.

The modern collection, which is continually growing, currently has over 57,000 volumes, more than 1,000 magazines of which over 400 are still in print, and a vast collection of auction catalogues from Italy and abroad.

The ancient collection consists of volumes from the 16th to 18th Centuries, related to pharmacology, natural sciences and art, mainly for the study of ceramic iconography.

The Library also houses the Historical Archive of the International Museum of Ceramics in Faenza Foundation, which can be studied by booking in advance for research and theses.

The Library is staffed by employees, collaborators and volunteers. The staff are qualified in many specific areas and continually undertake professional development training in order to do their jobs to the best of their ability.

SERVICES

The Library is closed to the public from 1st to 31st August inclusive.

Opening Hours:

Tuesday - Wednesday: 9:00 - 13:00 / 14:00 - 17:00

Thursday: 9:00 - 13:00

Friday: 9:00 - 13:00

Saturday: 9:00 - 12:30

Monday: closed

Library information: in the Library during opening hours, via e-mail, telephone, fax, post.

Tel. 0546/697303 Fax. 0546/665518

e-mail: biblioteca@micfaenza.org

Access, reading and consultation

The Library is always open to the public at

Catalogues, databases and electronic periodicals

Apart from the online catalogue of the Library there is also the Museum magazine "Faenza" from 1913 to 2003 and the catalogue of Museum collections in electronic format.

Purchase recommendations

It is possible to suggest volumes and magazines that you think the Library should purchase.

Loans and reproductions

Enrolment for loans is free; the reproduction service is regulated by copyright law.

Inter-library loans and the supply of documents

The service is subject to repayment of costs incurred by the Library.