

# GIORGIO ARMANI

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## DIGITAL ARCHIVE REGULATIONS

### ARTICLE 1 – NAME AND HEAD OFFICE

These Regulations ("the Regulations") govern the organisation and operation of the historical digital Archive located at Via Bergognone No. 40, Milan (the "Digital Archive") and also regulate visitor access and permits. The Regulations also establish general principles for the activity of the Archive and a code of conduct for visitors. The Digital Archive is an essential teaching, study and research resource.

### ARTICLE 2 – MISSION AND FUNCTIONS

Materials are collected in the Digital Archive to meet the needs of the above activities. In full compliance with art.71 ter of Law No. 633 of 22 April 1941, the Digital Archive aims to ensure, by the use of specially dedicated terminals, that visitors use the facilities exclusively for research or the study of works not subject to restrictions arising from transfer or licensing agreements. The resources are made up of a heterogeneous range of works (for example printed matter, electronic resources, micro-formats, etc.). There is also an extensive collection of rare and valuable resources. The mission of the Archive is to curate the protection, conservation and expansion of the historical literary and archival heritage of the GIORGIO ARMANI Brand and to promote public knowledge, enjoyment and appreciation of ARMANI. These aims are pursued through: - the renewal and enrichment of the textual and archive heritage; - consultation of the materials by the procedures in art. 6; - the provision of information both directly and via the Archive Website; - the publication of catalogues, inventories, studies and the organisation of exhibitions of documents and other events. In particular, the reading room located on the top floor of the "Armani Silos" museum exhibition space will devote special attention to all documentary resources which are useful for the study of the cultural, conceptual and technical foundations of fashion and design, with the permanent preparation of inventories, cataloguing of resources and their photographic documentation. In the reading room, visitors may conduct their own research on the Digital Archive by searching through catalogues using fixed terminal workstations. The reading room housing the Digital Archive also has wi-fi connections but the terminals used for consultation have no external connection (to the Internet). Access and use of the reading room where the Digital Archive is housed are governed by article 3) below.

### ARTICLE 3 – VISITORS ACCESS

Students, teachers, researchers, postgraduates and holders of scholarship grants from Italian and foreign universities are admitted to the Archive and its services, together with researchers and librarians from research institutions who have reason to consult the archive and literary heritage. Access to the dedicated Digital Archive desks (exclusively for time-slots not exceeding two hours) is free of charge by following the procedures indicated below:

(a) by pre-booking, or by using the "BOOK YOUR DESK" service which guarantees access to the Digital Archive and pre-booking of a fixed-terminal workstation for consultation of the Archive or

(b) by pre-booking on site, subject to availability.

Otherwise, access cannot be guaranteed and is dependent on the number of pre-bookings made and the capacity of the Digital Archive premises. Access to the Digital Archive spaces does not entail access to the other Armani Silos spaces, including those dedicated to the Permanent Exhibition, the Cafeteria and the Bookshop. Entry to Armani Silos provides access to the Digital Archive exclusively by following the appropriate pre-booking procedure. The pre-booking outlets for access to the Digital Archive are as follows:

- on site at the Armani Silos premises;
- on the Website [www.vivaticket.com](http://www.vivaticket.com)
- on the Website [www.armani.com/silos](http://www.armani.com/silos);
- by calling the following dedicated phone number;
- at dedicated points in the vivaticket network;

#### **ARTICLE 4 OPENING TO THE PUBLIC**

The opening hours of the Digital Archive are displayed on the Website [www.armani.com/silos](http://www.armani.com/silos) and at Armani Silos reception.

#### **ARTICLE 5 ACCESS TO THE READING ROOM AND CODE OF CONDUCT**

1. Before consulting the Archive, visitors must leave bags, umbrellas, overcoats and bulky items.
2. Smoking or entering with food or drinks is strictly prohibited
3. The use of cameras or personal electronic or electrical devices is strictly prohibited.
4. If necessary, visitors may request the assistance of staff for catalogue searches.
5. Silence, conduct appropriate for the nature of the environment and adequate dress is required in the reading room.

#### **ARTICLE 6 PHOTO-REPRODUCTIONS AND COPIES/LOANS**

Digital Archive material may not be removed, copied, hired or lent Photo-reproduction or digital copying of documentary resources from the Digital Archive are not permitted. The only permitted service is on-site consultation using the appropriate dedicated terminals. The photographic reproduction of materials available for consultation is also prohibited Visitors are fully liable for any violations of law committed while inside the Archive, with the relevant civil and criminal consequences.