



MAUTO – MUSEO NAZIONALE DELL'AUTOMOBILE DI TORINO
DOCUMENTATION CENTER

REFERENCE RULES

Books and documents may be consulted only in the Documentation Center rooms.

Materials may be consulted for study or research after verifying the preservation and reordering conditions. Some types of documents or publications may be consulted under specific conditions.

Users may not access materials kept on shelves but must request them to the person in charge of the Documentation Center.

All readers must fill out the reference form (which may be downloaded online) with their first and last name, date, type of research and the list of the materials that they request to consult.

It is absolutely compulsory to write whether the purpose of the research is the publication of articles or books. In this case, the source must be quoted according to the terms indicated by the person in charge of the Documentation Center and a copy of the publication must be delivered.

Photographic copies of the filed documents can be made - after the staff's authorization – using one's own means, provided they are not harmful for the media (camera or smartphone), for purpose of study and not for publication.

No type of document may be taken out of the Library.

Bags, backpacks, briefcases, own books and bulky clothing items must be stored in the Library cloakroom

All reference materials are equipped with anti-theft tags, which will indicate when a document is taken out of the Library area.

The user must return the reference material directly to the contact person of the Documentation Center. In case of damage to the documentation, the Museum will define the refund method according to the value and type of damage.

A charge will be applied to a request for a specific research and the sending of materials in a digital format.