User
Information

About the Institute

The Kunsthistorisches Institut in Florenz is a research institute dedicated to the history of art and of architecture. Its main focus is the art and visual culture of Italy, Europe, and the Mediterranean in a global perspective. Founded in 1897 on the private initiative of a group of scholars, the Kunsthistorisches Institut in Florenz is one of the oldest institutions for art-historical research. It has been affiliated with the Max-Planck-Gesellschaft since 2002. The Institute has a particular commitment to promoting young researchers. It boasts an extensive Library and Photothek, which are open for international research. Current individual and cooperative projects at the Institute deal with trans-cultural dynamics, ethics and architecture, history of science and of museums, photography, the relation between aesthetics and ecology, languages of art and art history, and interactions between discourses on images and objects.

Contact information & Opening hours

Kunsthistorisches Institut in Florenz
Max-Planck-Institut

Via Giuseppe Giusti 44
50121 Florence, Italy
Tel.: +39 055 24911-1
Fax: +39 055 24911-55

Opening hours:
Mon-Fri 09:00–20:00

Photothek
Palazzo Grifoni Budini Gattai

Via dei Servi 51
50122 Florence, Italy
Tel.: +39 055 216707
Fax: +39 055 2676751

Opening hours:
Mon-Fri 10:00–19:00

Website: www.khi.fi.it
E-Mail: info@khi.fi.it

Closing days are published on the Institute's website
(https://www.khi.fi.it/de/institut/)

User ID card

Access to the Kunsthistorisches Institut in Florenz is only possible with a valid user ID card. As a general rule, it is necessary to have completed a doctorate in order to be eligible for a user ID card.

User ID Cards, which allow access to the Library and Photothek, can be obtained via e-mail.

Please read the information on how to apply for a user ID card (https://t1p.de/user-id-how-to) before sending your application including the completed application form (https://t1p.de/application-form) and safety form (https://t1p.de/safety-form) to tessere@khi.fi.it.

Documents necessary:
Passport-sized photo
Proof of identity
Letter of recommendation
Abstract of the research project

General Information & Guidelines

- A valid user ID card is required to access the Library and Photo Library. Applications for a user ID card can be obtained via e-mail.
- A user ID card is for the exclusive use of the individual to whom it was issued.
- Every user must hand in their user ID card at the reception for the duration of their stay at the Institute.
- Coats, bags, etc. must be left in the cloakroom. The Institute does not assume liability for any loss of or damage to valuables.
- Before leaving the Institute, any study materials brought into the building must be presented unsolicited to staff at the reception. Private books must also be shown when entering the Institute. Our staff is authorized to carry out inspections.
- The Library and Photo Library are open-stack, for in-house consultation only.
- Books, photographs, and catalogues must be treated with care. It is forbidden to make notes or marks in books or manuscripts, as well as to correct errors, to bend or fold sheets or plates, to trace maps or plans, or to insert bookmarks. It is strictly forbidden to use books or photographs as writing supports.
- Books with uncut pages may only be opened by library staff.
- Please report to our staff any new or existing damage to books or photographs.
- Please keep noise to a minimum and show consideration for other readers. Smoking, eating, and drinking are not permitted in the Institute, as well as the use of mobile phones.
- Laptops, tablets, etc. may only be taken into the Institute's rooms if removed from their bag or case. They can be used in all rooms in the Library and Photo Library.
- Wi-Fi access credentials can be requested at the reception.
- Visitors bringing their own devices may use the outlets found at most work spaces. It is forbidden to remove cables form occupied outlets.

By applying for a user ID card, each user agrees to comply to the guidelines stated above and to follow the instructions of the Institute's staff. The user ID card may be revoked in the case of violations. The Directors reserve the right to inform other libraries and institutions of the exclusion of a user and the reasons behind it, should the need arise.

Using eduroam

eduroam is a secure wireless connection available to all members of the Kunsthistorisches Institut in Florenz, as well as external users of the worldwide eduroam network, by using the credentials of their home institution.

Please use the eduroam Configuration Assistant Tool (CAT) [https://cat.eduroam.org/] to set up the connection on your device. This program automatically configures all required settings for different operating systems (Windows, macOS, Linux, iOS and Android).

The Library

The collections of the Library of the Kunsthistorisches Institut in Florenz are arranged by subject matter. Each section is marked with a capital letter or group of capital letters.

Section	Room number	Description
MAN	G109, G113	Manuals
BIBL	G216	Bibliographies
A	G109	Language dictionaries, biographical dictionaries
B	G004 – G011	Periodicals
		General Art History
C	G012	General Art History
D	G106–G107	Architecture
E	G121	Sculpture
F	G103 – G105	Painting, Manuscript Illumination, Drawings
G	G103	Print media
		Italian Art History and Culture
H	G119	History of Italian Art
J/J°/Ja	G001 – G003, G114 – G115	Italian Artists / Modern Italian Artists (born after 1870)
K	G209	Florence, History
Ka	G209	Florence, Cultural History
L	G209	Florence, Topography
La	G209	Florence, Art History
M	G216 – G217	Italian Regions: History and Art History
N	G210 – G212	Italian Topography: History and Art History by location (A–P)
Na	G208	Venice
O	G207 – G208	Rome
P	G212, G214	Italian Topography: History and Art History by location (Q–Z)
Q	G112	Italian History and Cultural History
R	G218	Italian Regional and Cultural Studies
S	G012	Italian Literature

		Art History and Culture of Other Countries
T	**G205 – G207**	History, Art History, Artists, Topography, Literature
Td	**G207**	Eastern Europe and Southeast Europe
Te	**G207**	Asia and Africa
		Other Subjects and Related Disciplines
U	**G202**	Archaeology
V	**G203**	Applied Arts
W	**G218**	General History and Cultural History
Wa	**G012**	Islamic Art and Culture
X	**G120, G122**	Iconography
Y	**G204**	Aesthetics, Art Criticism, Theory and Techniques, Anatomy, Heritage Conservation, Cultural Heritage
Ya	**Ph03 – Ph15**	Photography Reference Library (in the Photothek)
Z	**G116 – G119**	Catalogues of public and private art collections and exhibitions
Za	**G012**	Auction catalogues (the section is currently not accessible)

Online catalogue Kubikat

The OPAC Kubikat contains the complete holdings of the Library. It can be consulted by preset search fields or, for many monographs, essays, and reviews, by keyword.

Book service

Books from the Library can be delivered to the Photo Library for consultation. It is also possible to consult books from the Photo Library in the Library. For these services, please contact the staff at the reception.

Library Guidelines & Information

- **Manuals, periodicals, bibliographies** (**MAN, A, B** and **BIBL**) and **new acquisitions** (displayed in Reading Room **J** or **Parlatorium**) must be put back on the shelves after use by Library users themselves. All other books must be returned to the returns-trolley in the rooms from which they were taken.

- A maximum of three books/periodicals may be consulted at any one time. Users may keep a maximum of three books at their desk for **extended consultation**. These books need to be registered at the self-checkout stations located throughout the Library. Please print out the receipt and leave it with each book. Manuals, periodicals, bibliographies and new acquisitions may not be reserved. Please note that at the end of every month all checked-out books will be cleared from the desks and re-shelved.

- Volumes identified in the online catalogue as **RARO** are held in a separate repository. They must be requested in advance and are distributed only at **11 am and 3 pm**. Order forms can be found in Reading Room J and the Library helpdesk. A maximum of three titles can be ordered at one time. To collect their books, users must present their order form **at the Library helpdesk**. In order to protect the Library's valuable holdings of rare books, special measures must be observed when handling RARO volumes. These measures are set out in the **Rare Books Terms of Use**. After consultation, rare books must be returned to the reception by 7pm.

- A **microfiche** and **microfilm** reader/printer is located on the 2nd floor. It can be used exclusively under the guidance of Library staff. Copies may only be made of single pages, not entire publications.

- **CD-ROMs** can be requested at the reception and may be played on the Library user's own computer, at their own risk and responsibility.

- **Scans** (on the ground floor and 2nd floor) may only be made for personal use. Public dissemination of these reproductions and their commercial use are forbidden. The legal provisions regarding the protection of copyright must be complied with when making reproductions of any kind. No reproductions may be made of books, periodicals or large-format volumes published more than 100 years ago.

Library helpdesk

The Library helpdesk, located in Room Man/A on the 1st floor, is staffed every day from 10.30am–12.30pm and 2–4pm for all questions relating to using the Library. Outside these hours, in urgent cases, Library staff can be consulted in their offices.

The Photo Library

The Photo Library's holdings of standard-format photographs are freely accessible in open shelves and are organized into the categories of **Architecture, Sculpture, Painting** and **Applied Arts**. Photographs of **Antique art** (architecture, sculpture, painting and mosaic) form their own section.

The **Architecture** section is divided into epochs and, within these, into regions and locations. It also includes the sub-divisions Urbanism, Architectural Drawings, Landscape Architecture, Museology and Stage Design, as well as Non-Italian Architecture.

The **Painting** and **Sculpture** sections are likewise organized into epochs. Within each epoch, the works of known artists are arranged in alphabetical order of artist name, followed by anonymous works arranged according to their current location. Drawings, prints and miniatures are integrated into these sections on the basis of what they show. The Painting section also includes the sub-division Portraits and Self-portraits in the Uffizi.

The **Applied Arts** section is organized by material and object type, and within each respective category by epoch.

The Photo Library 's holdings also include **large-format photographs**. For conservation reasons special conditions apply to the consultation of these photographs. The same restrictions apply to the approx. 1,000 unbound prints housed in the collection.

The Photo Library also houses the Library's Section **Y** holdings on the History and Theory of Photography.

Photo Library Catalogues

Catalogues for Holdings Dated 1897–1993

Holdings acquired up to 1993 in the sections **Painting**, **Sculpture**, **Architecture**, **Drawings** and **Applied Arts** are catalogued in two card indices: a Topographical card index (organized alphabetically by place) and an Artists' card index (organized alphabetically by artist name).

Prints are likewise catalogued in a card index and are organized by inventors and engravers (alphabetically by name).

It is also possible to search for images under thematic headings via the Iconographic card index, in which photographs from all sections of the Photo Library are systematically catalogued in terms of subject represented.

Online Catalogue

The online catalogue contains full entries for all photographs acquired since 1993, along with thematically related older images, and is available online via the *Bildindex der Kunst und Architektur* (http://www.bildindex.de). This German-language pictorial index of art and architecture provides access not only to the KHI catalogue but also to the collections of many German museums and to important photographic libraries dedicated to the history of art (e.g. the Bibliotheca Hertziana, Max Planck Institute for Art History in Rome and the Zentralinstitut für Kunstgeschichte in Munich), and to the databases of various university art-history departments.

Digital Photo Library

The Digital Photo Library (http://photothek.khi.fi.it) provides free access to ca. 50.000 digitalized negatives and photographs to which the KHI owns the copyright.

Photo Library Guidelines & Information

- Photographs may only be consulted in the rooms of the Photo Library.
- Users are can take photographs out of boxes and folders themselves. With the exception for large-format photographs, which may only be consulted in the presence of Photo Library staff.
- After consultation, users must place photographs back inside their respective folders and corresponding boxes.
- The boxes must be returned to their place after use.
- Users are requested not to make changes to attributions, locations etc. but to inform the Photo Library staff should any details need updating.
- Users can order copies of photographs for study purposes (photocopies or scans on the user's own USB key). A maximum of 25 copies are permitted per order.
- For academic publications, high-resolution digital images under KHI copyright can be ordered from the Digital Photo Library (E-Mail: fototeca@khi.fi.it).
- For study purposes, users are permitted to take pictures with their own camera of photographs complete with their mounts, using the copy stand provided for this purpose. Please sign the accompanying declaration.
- Please note that photographs not carrying the KHI copyright stamp on their mount may be subject to the copyright of another archive or another person.

Publications

As a general rule, authorization to reproduce materials from the Library and the Photo Library for study purposes **does not include** permission to publish them. In the event of publication, it is the responsibility of the author to comply with all copyright legislation. Manuscripts, documents, photographs etc. from bequests held at the Kunsthistorisches Institut in Florenz may be published only with the express permission of the Managing Director. The Institute must be given a copy or offprint of every such publication.

The Library of the Kunsthistorisches Institut in Florenz is always grateful to receive a copy of publications prepared on the basis of research conducted at the Institute. The Photo Library is likewise delighted to accept photographic material that is no longer required.

Florence, November 2022

Safety Instructions

Use of Ladders and Steps

General Safety Measures

- Ladders and steps should be used correctly and with due caution at all times.
- Footwear and clothing must be appropriate.
- If no ladders or steps are available, no other aids may be used.
- Climbing up onto the shelves or furniture is strictly forbidden.
- The library staff will be happy to assist you.

Using the ladders and steps

- Only use the ladders and steps if you are in good health.
- If you wish to consult books that are heavy or very high up (>2m), we recommend that you contact a member of the library staff.
- The ladder must be correctly hooked into the track before use.
- If the ladders or steps exhibit any obvious signs of wear, damage or other abnormal features, please inform library staff immediately.
- Pregnant women are advised against using the ladders and steps.
- Do not lean out from the ladder/step in order to reach a shelf.
- Ladders/steps may only be used by one person at a time.
- Avoid lingering on the ladders/steps in order to consult books.
- If ladders/steps are to be used in the immediate vicinity of a window, the window and its shutters must first be closed.
- Do not leave the ladders/steps in front of or behind doors or emergency escape routes or where they may not be seen.
- Before using the rolling ladders in the Periodicals reading room (ground floor), please read the instructions on display there.

Emergency and Evacuation Procedures

If the acoustic alarm sounds (continuous tone), the fire doors will automatically close. In the event of an emergency, please follow the instructions below:

- Keep calm.
- Proceed immediately to your nearest emergency exit, leaving all your books and belongings behind.
- Follow the marked emergency escape routes to the emergency exits.
- The lifts must not be used during emergencies.
- Follow the instructions of the safety officers.
- After closing automatically, the fire doors can be opened manually.

In the event of an outbreak of fire

- Alert Reception on the internal telephone number -9.
- Get away, if possible, from the source of the fire.
- Follow the instructions of the emergency squad or safety officers.

In the event of an earthquake

During the earthquake
- Keep calm.
- Seek shelter beneath tables, architraves or doorways.
- Seek shelter away from the centre of the room and away from windows and fixtures.
- Do **not** leave the building during the earthquake.

After the earthquake
- Look out for falling, sharp or protruding objects.
- After the earthquake, if you hear the alarm signal or are close to an emergency exit, leave the building.
- Follow the instructions of the safety officers.

Information regarding data processing pursuant to Art. 13 of the EU General Data Protection Regulation (GDPR)

Contact information of the controller
The controller in the legal sense is the Max–Planck–Gesellschaft zur Förderung der Wissenschaften e.V. (MPG), Hofgartenstraße 8, 80539 München / Germany, Phone: +49 89 2108–0.

Contact information of data protection officer
The data protection officer of the controller is Heidi Schuster, Hofgartenstraße 8, 80539 München / Germany, Phone: +49 89 2108–1554, E–Mail: datenschutz@mpg.de

Purpose of data processing
The Kunsthistorisches Institut in Florenz – Max–Planck–Institut collects data of users in order to grant use of the Library and Photo Library. Unrequired data are collected on a voluntary basis. You may revoke your consent at any time (E-Mail to: tessere@khi.fi.it).

Legal basis for data processing
The legal basis for data processing is Art. 6, para. 1, letter b for mandatory data or, alternatively, your consent pursuant to Art. 6 para. 1 letter a GDPR.

Data recipients and categories of data recipients
Your personal data are processed in the context of order processing on systems of the GWDG GmbH. Your data are not passed on to third parties.

Duration of storage
The data are deleted upon termination of the user relationship or, in case of optional data, upon revocation of consent.

Rights of the data subject
You have the right to information regarding your stored personal data; the right to have the data corrected if incorrect, the right to have the data deleted if stored without authorisation; and the right to data portability. You also have the right to submit an appeal to the regulatory authority. For the MPG, this is the Bayerisches Landesamt für Datenschutzaufsicht, P.O. Box 606, 91511 Ansbach, Germany.