

“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 visitors 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 tool.

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 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 connection, 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 scholarship grants holders 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 workstations (exclusively for timeslots not exceeding one hour) is free of charge by following the procedures indicated below:

- (a) by pre-booking on www.armanisilos.com by using the “Searching the digital archive/Workstation” service.
- (b) directly on location at the Armani Silos ticket office, where availability will be checked at the arrival.

Otherwise, access cannot be guaranteed and is dependent on the number of pre-bookings made and the capacity of the Digital Archive premises.

GIORGIO ARMANI S.p.A.

Sede legale: via Borgonuovo, 11 · 20121 Milano · Tel. +39 02 72318.1 · Fax. +39 02 58191900
Unità locali: Via Borgonuovo, 18 · 20121 Milano · Tel. +39 02 72318.1
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Capitale sociale Euro 10.000.000,00 interamente versato · Registro Imprese Milano
Codice fiscale: 02342990153 e Partita IVA di Gruppo: 10985020964 · R.E.A. MI 919502

ARMANI / SILOS

Access to the Digital Archive spaces does not entail access to the other Armani Silos spaces, including those dedicated to the permanent Exhibition, the temporary Exhibitions and the Cafeteria.

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 ticket office;
- on the Website www.armanisilos.com;
- via Armani Silos call center +39 02 91630010 (number active Mon - Sat from 9:00 am to 6:30 pm, excluding holidays).

An identity document must always be presented, and a form must be completed to access the Digital Archive. Personal data will be processed according to the applicable legislation. On admission, visitors should take note of these regulations and the obligations arising from them. Failure to comply with the Regulations will result in the revoke of the authorisation to consult the Archive.

Visitors accessing the Archive are required to wear a name badge which is strictly personal and may not be transferred to others.

To access the Digital Archive spaces, visitors must report to Armani Silos ticket office on the ground floor of the building and present their pre-booking or collect the relevant identity number. Staff will accompany visitors to the Digital Archive reading room located on the third floor of the building.

At the end of the visit (on expiry of the timeslot granted for access) visitors must leave the Digital Archive premises to allow access for other visitors who have pre-booked the next timeslot.

Attendance outside pre-booked timeslots is subject to the sole discretion of staff who, for safety reasons, or to guarantee visitors flow, may deny requests to remain in the Digital Archive spaces.

ARTICLE 4 – OPENING TO THE PUBLIC

The opening hours of the Digital Archive are displayed on the Website www.armanisilos.com and at the Armani Silos ticket office.

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 at the coat check located on the ground floor.
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 and an appropriate conduct are required in the reading room, as well as adequate clothing.

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 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.

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