



External users: request for consultation of Special Collections volumes

Milan, ____/____/____

To the UCSC Library Directorate, Milan campus,

I, the undersigned _____

born in _____ on _____ nationality _____

resident in _____ country _____

street address _____ postcode _____

telephone no. _____ e-mail _____

ID card driving license passport no. _____

profession _____

institutional affiliation _____

REQUEST permission to consult documents contained in the following Special collections _____

_____ archival units _____ for:

- a study about _____
- a graduate thesis/doctorate assigned by Professor _____
Faculty of _____ University _____
- entitled _____
- other _____

and DECLARE TO BE AWARED that:

- copies are made and released exclusively for study
- it is not permitted to photograph the documents; the photocopy or photographic reproduction of documents must be authorized by the Director of Library. Authorization will not be given if the document is considered confidential or if the procedure jeopardise its conservation. Copies can be requested to the University Library (evaluated on a case-by-case) by filling out the form

► please see below

- it is mandatory to send to the University Library complimentary copy of any publication (monography, articke, etc.) in which it is used or cited documentary materials of the University Library otherwise
- the consultation of the bibliographic materials of the Special collections takes places exclusively by appoitment according to the procedures indicated from time to time by the staff of the University Library
- failure to comply with these regulations will result in denied access to the University Libray.

Declarant's signature: _____

Approved by: UCSC Library Directorate _____

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Data requested of you will be processed by the Università Cattolica del Sacro Cuore, as Data controller, in compliance with the provisions of European Regulaton 2016/679 ("GDPR").

Please, kindly read the Information notice on the processing of personal data by consulting the "Privacy" section on the <https://www.unicat.eu> website.

I hereby declare that I read the Information notice on the processing of personal data

Personal data are processed for the sole purpose of providing you the desired services, offered by Università Cattolica del Sacro Cuore. You do not need, therefore, to consent for receiving communications and information.

(Date and place)

(Signature)

Reserved for the Università Cattolica del Sacro Cuore Library

This requested is accepted with validity from _____ to _____

From approval: _____