



**COMUNE DI MASSAROSA
(Provincia di Lucca)**

REGULATIONS

**AREA ARCHEOLOGICA “*MASSACIUCCOLI ROMANA*”
PADIGLIONE ESPOSITIVO “*GUGLIELMO LERA*”**

**Approvato con delibera del C.C. n. 68 del 23.07.07,
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REGULATIONS

TITLE I GENERAL PRINCIPLES, PURPOSES AND ORGANISATION OF THE MUSEUM CHAPTER I GENERAL PROVISIONS

Article 1 – Name and Registered Office

The **"Guglielmo Lera" Exhibition Pavilion**, located within the larger archaeological area known as **"Roman Massaciuccoli"**, established by the Municipality of Massarosa, is situated in Massaciuccoli in premises owned by the Municipality itself.

Article 2 – Permanent Non-Profit Institution

The **"Roman Massaciuccoli" Archaeological Area**, including the **"Guglielmo Lera" Exhibition Pavilion**, hereinafter referred to as the **Museum**, is a permanent non-profit institution.

It is organised and operates in accordance with these Regulations, the technical and scientific criteria and standards established by the Ministerial Decree of 10 May 2001, the **Italian Cultural Heritage and Landscape Code (Legislative Decree No. 42/2004)**, and all applicable national and regional legislation, with particular reference to **Regional Law No. 21/2010, Consolidated Act on Cultural Heritage, Cultural Institutions and Cultural Activities**.

Article 3 – Purpose and Mission

The Museum is a cultural, scientific and educational institution serving the community and is open to the participation of all citizens, individually or collectively, who have an interest in its field of activity.

The Museum's purpose is to preserve and enhance the historical and archaeological heritage, with particular regard to the territory of the Municipality of Massarosa and its surrounding area.

The Museum promotes close cooperation with local voluntary associations and schools.

Article 4 – Ownership and Availability of the Museum Heritage and Collections

The Museum's assets consist of its buildings, collections, furnishings, equipment, cataloguing archives and documentation.

The Museum's collection currently consists of archaeological materials owned by the Italian State and items on loan from the **National Archaeological Museum of Florence**.

These materials are deposited under an agreement between the Municipality of Massarosa and the Archaeological Superintendency for Tuscany.

The collection may be expanded, in accordance with current legislation, through donations and acquisitions.

The archives and catalogues consist of documentary materials (photographic, graphic, audiovisual, paper-based and digital) produced for cataloguing the collections and facilitating their use by the public.

CHAPTER II ORGANISATION

Article 5 – Functions and Responsibilities

Without prejudice to the provisions set out in this Article and within the limits established by Legislative Decree No. 42 of 22 January 2004, the Museum's principal functions are as follows.

1. Collection Management and Care

- ensuring the preservation and security of the collections and facilities;
- organising, inventorying, cataloguing and documenting the collections according to scientific standards;
- expanding the collections through archaeological research, deposits and donations;
- restoring heritage assets, including newly acquired items, in compliance with current legislation, recognising restoration as a priority over acquisition policies;
- managing the display of State-owned archaeological materials deposited with the Municipality.

2. Relations with the Territory

For the protection and enhancement of the area's cultural heritage, the Museum shall:

- carry out continuous educational activities in cooperation with schools of every level and with other cultural institutions;
- provide educational, scientific and cultural tourism services;
- promote studies, including interdisciplinary research, aimed at improving knowledge of the area's ancient history;
- collaborate, cooperate and coordinate with museums and research institutions, particularly within the **Museum Network of the Province of Lucca** and the **Association of Archaeological Museums of Tuscany (A.M.A.T.)**;
- involve local cultural and voluntary associations, particularly those specifically engaged in archaeological activities.

3. Public Services

The Museum shall provide:

- public opening for an annual average of at least **24 hours per week**, in compliance with the minimum standards established by the Regional Museum Plan, with opening hours designed to meet visitor demand, especially during spring and summer, Christmas and Easter holidays, and weekends;

- visits by appointment during other periods for groups, schools and individual researchers;
- extraordinary openings on special occasions;
- permanent and rotating exhibitions of the collections, together with the production and sale of scientific and educational publications, objects and reproductions, where agreed with the Municipality in the event of outsourced management and without prejudice to applicable legal provisions;
- guided tours of the Museum and archaeological sites in Italian, conducted by professionally qualified staff, generally upon reservation. Special rates, discounts or free admission may be provided for primary and lower secondary school students and for other categories identified by the Municipal Administration or on special occasions;
- exhibitions, conferences, conventions, seminars, educational workshops, demonstration activities and other initiatives relating to history and archaeology.

Article 6 – Forms of Governance and Management

The Museum may be managed directly by the Municipality or entrusted to an external operator through a specific service agreement drawn up in accordance with Article 115 of the **Italian Cultural Heritage and Landscape Code** (Legislative Decree No. 42/2004).

In the latter case, the managing entity shall, in addition to operating the Museum in compliance with these Regulations, be responsible for the ordinary administration and routine maintenance of the building.

Extraordinary maintenance of the building and the collections shall remain the responsibility of the owner of the property.

The Municipality or, where management has been entrusted to an external operator, the managing entity, shall ensure appropriate supervision of the premises and Museum collections by providing adequate staff during opening hours and suitable security systems during closing hours.

Article 7 – Membership of Museum Organisations, Associations and Foundations

The Museum's participation in museum organisations, associations and foundations shall be subject to the direction and supervisory powers of the Municipal Council.

Article 8 – Financial Structure and Accounting

The Municipality of Massarosa shall provide for the Museum's maintenance through ordinary budget appropriations, as well as ordinary and extraordinary grants that may be awarded by the State, the Region, the Province of Lucca, other public bodies, and through sponsorships from private citizens, charitable organisations, companies, organisations or associations wishing to support the Museum financially.

Where the Museum is managed indirectly, its accounting procedures and financial reporting shall be governed by Article 115 of Legislative Decree No. 42/2004 and by the relevant service agreement.

Article 9 – Facilities

As owner of the Museum, the Municipality shall ensure that the facilities are suitable for the functions they perform, in accordance with the Museum's policies and educational objectives, taking into account the requirements of the collections, staff and visitors.

The facilities shall comply with all applicable legal requirements and shall be managed so as to achieve quality objectives by implementing all planned and systematic measures necessary to ensure that the services provided continue to meet the required quality standards over time.

Routine maintenance and cleaning of municipal premises, regardless of the entity responsible for their management or use, shall be carried out according to a specific maintenance programme under the supervision of a qualified person responsible for implementing and periodically verifying such programme, in compliance with legal requirements and with the objective of ensuring:

- the safety of persons and property;
- the long-term preservation of the facilities;
- the full, functional and dignified usability of the premises.

Article 10 – Staff

The Municipality, or where applicable the external managing entity, shall provide the Museum with qualified staff appropriate to its operational needs and in sufficient numbers to ensure the delivery of the services and activities provided for herein.

The Municipality shall promote staff training and professional development with the aim of enhancing the value of its human resources.

Recruitment shall take place in accordance with national legislation and generally applicable recruitment criteria.

a) Scientific Director

Where this position is not included in the Municipality's staffing establishment, the Municipality shall appoint a **Scientific Director** possessing the professional qualifications required by national and regional legislation.

Upon appointment, the Mayor shall formally hand over to the Director, by means of official records:

- the collections and their inventories;
- the Museum premises;
- equipment;
- furnishings;
- educational sections.

The Director shall thereby assume full responsibility for the care, preservation, custody and enhancement of all assets entrusted to him or her.

The Director may also perform the functions of **Collections Curator** and **Head of Educational Services**.

The Director shall:

- prepare the general programmes of activities aimed at promoting and enhancing the Museum;
- oversee their implementation;
- ensure the orderly conservation of the Museum's heritage;
- supervise scientific, cultural and educational initiatives.

At the end of each year, the Director shall prepare an **Annual Report** on:

- the condition of the Museum;
- visitor attendance;
- activities carried out within his or her area of responsibility;
- the Museum's overall activities during the year.

By **30 October** of each year, the Director shall prepare the programme of activities for the following year.

Upon termination of the appointment, the Director shall formally return all entrusted assets to the Mayor by means of official records.

The Director shall remain civilly and criminally liable towards the Municipal Administration for any damage to or theft of Museum property resulting from wilful misconduct, negligence or lack of due care.

Taking into account the scope of the Museum's activities, the Director may make use of specialised technical and scientific personnel—including scholars, subject specialists, conservators, architects, photographers, graphic designers and restorers—as well as support staff, in order to perform the following duties:

- promoting and coordinating cultural initiatives relating to the Museum and to the cultural and tourism heritage of Massarosa, including exhibitions, conferences, publications, educational activities and events;
- evaluating proposed donations, acquisitions and deposits or loans of cultural assets;
- planning restoration and conservation work on the collections.

b) Museum Staff

To ensure the Museum's ordinary operation, the Municipality may assign municipal employees to the Museum.

It may also enter into agreements with volunteer associations, cooperatives or other organisations, including those involved in the Museum's management.

Museum staff may include personnel without specialist qualifications who assist the Director by carrying out:

- ticketing services;
- visitor reception;
- public assistance;
- secretarial services;
- custody and surveillance of exhibition galleries;
- cleaning;
- routine maintenance of displayed objects.

For guided tours, educational workshops and temporary exhibitions, staff shall receive appropriate training from the Director regarding the Museum's themes and contents and shall operate under the Director's technical, scientific and operational guidance.

As a general rule, any work involving the collections shall be carried out by personnel specialised in the field of cultural heritage.

The Municipality shall ensure that the functions of **Technical Safety Manager** are performed by a suitably qualified professional, normally appointed through an external professional contract.

TITLE II

CRITERIA AND PROCEDURES FOR THE MANAGEMENT AND CARE OF THE MUSEUM HERITAGE AND COLLECTIONS

CHAPTER I – HERITAGE

Article 11 – Management and Care of the Collections

The management and care of the Museum's collections shall comply with the general principles established by the Ministerial Decree of 10 May 2001 and Legislative Decree No. 42 of 22 January 2004.

The Museum's collection development policy shall be formally adopted and made publicly available. It shall be reviewed and updated periodically.

Objects shall be acquired only in accordance with the established collection policy, and their lawful provenance shall always be properly documented.

Article 12 – Inventory

The Museum shall maintain an inventory register in which every work and archaeological find belonging to the Museum shall be duly recorded.

Every object permanently incorporated into the Museum's collections, whether through purchase, donation, bequest or any other form of acquisition, shall be immediately entered into the inventory by the Director and reported to the competent Archaeological Superintendency.

Without prejudice to the powers of the State under Articles 12 and 17 of Legislative Decree No. 42 of 22 January 2004, inventory procedures shall comply with current legislation and with the minimum standards established for Italian museums by the **Central Institute for Catalogue and Documentation (ICCD)**, as adopted by the Archaeological Superintendency of Tuscany.

Article 13 – Catalogue

A catalogue record shall be prepared in electronic format for every inventoried work and archaeological find.

Cataloguing shall be carried out in accordance with the standards established by the **Central Institute for Catalogue and Documentation (ICCD)**, adopted by the Archaeological Superintendency of Tuscany, and in compliance with the guidelines and programmes of the **Region of Tuscany** and the **Fondazione Musei Senesi**.

Catalogue records, photographic documentation and digital archives shall be kept at the Museum.

Requests for catalogue numbers shall be submitted to the competent Archaeological Superintendency.

Where cataloguing activities are financed, directly or indirectly, through regional funds, cataloguers shall be selected exclusively from any official ranking lists established for that purpose.

Should no such ranking lists exist, cataloguers may be selected from graduates whose degree dissertation concerns the relevant academic discipline.

Article 14 – Conservation and Restoration

Conservation, maintenance and restoration work on the Museum's collections shall, according to the type of intervention required, be entrusted by the Director to appropriately qualified specialists, subject to prior authorisation by the competent Archaeological Superintendency, which shall also supervise the execution of the work.

The temporary removal of State-owned objects for restoration purposes, where ordered by the competent Archaeological Superintendency, shall be governed by this Article and by the applicable legislation in force.

Article 15 – Exhibition Activities

Temporary exhibitions and the rotation of archaeological finds shall be organised in order to make as much of the Museum's documentary heritage as possible accessible to the public.

Access to and consultation of materials not on display shall be guaranteed, subject to security requirements, according to established and publicly available procedures.

Photographic documentation of both permanent displays and temporary exhibitions shall constitute a quality objective of the Museum.

Article 16 – Monitoring and Control of Environmental Conditions

The care of the collections shall be based on preventive conservation principles and shall ensure environmental conditions appropriate to the specific nature and characteristics of the collections.

Museum management shall ensure:

- continuous and effective maintenance of the premises;
 - implementation of specific risk prevention and protection measures;
 - regular monitoring of conservation standards;
 - prompt intervention whenever necessary to safeguard the integrity of the collections;
 - appropriate security measures for both exhibited objects and those stored in Museum repositories.
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Article 17 – Inalienability of the Collections

The sale or transfer of the Museum's collections shall normally be prohibited.

Exceptions may be made only in extraordinary circumstances and exclusively for assets owned by the Municipality, subject to prior authorisation by the Municipal Council and in compliance with all applicable national and regional legislation.

Exchanges between museums involving municipally owned property may be carried out on the basis of specific agreements, provided they comply with current legislation and are supported by legitimate and appropriate scientific and cultural reasons.

Article 18 – Loans

Without prejudice to current legislation concerning the protection of archaeological and historical-artistic heritage, no work or object may be removed from the Museum for exhibitions or cultural events without the prior authorisation of both the Director and the competent Archaeological Superintendency.

Objects loaned shall be insured by and at the expense of the borrowing institution for the value determined by the Director in agreement with the competent Superintendency, under a comprehensive **"nail-to-nail" insurance policy**. Shipment may take place only after the relevant insurance policy has been delivered to the Museum.

Loans of State-owned property shall be governed by the legislation in force.

The procedures for handling and transporting the collections shall be agreed with the Director, and all objects shall be removed from their usual location under the Director's supervision.

Loans of municipally owned objects forming part of the Museum's collections may be granted only to recognised museums and institutions or for exhibitions of outstanding scientific value.

The Director shall prepare the application for authorisation to be submitted to the Archaeological Superintendency of Tuscany and shall ensure that it includes all documentation and opinions required under current legislation.

Article 19 – Authorisations

Drawing and Research

The Director may authorise research, scholarly study and the preparation of drawings relating to Museum objects and documents, in compliance with current legislation and after consultation with the competent Archaeological Superintendency.

A copy of any resulting work, including university dissertations or scientific publications, shall be deposited in the Museum's documentation archive.

Photographic, Multimedia and Film/Television Reproduction

Reproductions made using portable equipment without the use of tripods, lighting systems, flash units or other artificial lighting devices shall not require authorisation and shall be free of charge.

Reproductions of State-owned cultural property shall be governed by the applicable national legislation.

Reproductions of municipally owned cultural property shall be authorised by the Head of the General Affairs Department after consulting the Museum Director.

Fees and charges relating to the reproduction of cultural property shall be determined in accordance with Articles 108 and 109 of Legislative Decree No. 42/2004, unless otherwise decided by the Director.

CHAPTER II PROCEDURES FOR THE PROVISION OF PUBLIC SERVICES

Article 20 – Accessibility of the Museum

The Municipality and, where applicable, the managing entity shall take all appropriate measures to guarantee public access to the Museum and the archaeological sites by removing or reducing, as far as possible, any physical or economic barriers that may hinder access.

They shall also promote the widest possible enjoyment of the Museum by ensuring the provision of essential visitor services, with particular emphasis on educational services.

Article 21 – Opening Days and Hours

The Museum shall normally be open to the public for an annual average of at least **24 hours per week**, in compliance with the minimum standards established by the Regional Museum Plan.

Opening hours shall be organised so as to allow access to the widest possible range of visitors.

They shall be established annually by the Municipal Administration, after consultation with the Director, taking into account periods of highest visitor demand, particularly:

- the spring and summer season;
- the Christmas holidays;
- the Easter holidays;

- weekends.

Any changes to opening hours or extraordinary openings shall be agreed between the Director and the Municipal Administration.

The Museum shall publicly display its opening hours and shall provide advance notice of any changes.

Article 22 – Financial Accessibility

The Municipal Administration may make admission to the Museum subject to payment of an entrance fee, the amount of which shall be established annually by the Municipal Executive (Giunta Comunale).

For temporary exhibitions or special cultural events, the Municipal Executive may establish different admission fees according to the importance of the event.

Admission to the Museum shall in any event be **free of charge** for:

- children under seven years of age;
- persons aged sixty-five and over;
- persons with disabilities;
- teachers;
- archaeologists;
- licensed tourist guides;
- official representatives;
- any other categories designated by the Municipal Administration.

Reduced admission shall be granted to:

- children and young people between seven and eighteen years of age;
- university students.

Reduced admission shall also apply to school groups and study groups consisting of at least ten participants.

Teachers accompanying school groups shall be admitted free of charge.

All organised groups shall be accompanied by a member of the Museum staff.

Special admission schemes may also be introduced, including:

- combined tickets valid for museums within the local museum network;
- combined tickets with other museums in the surrounding area;
- one-day or multi-day museum passes.

These initiatives are intended to increase public access to museums and encourage repeat visits.

The Municipality may also grant free admission to all visitors on designated **Open Days**, which shall be appropriately publicised and, whenever possible, organised as part of regional and/or national cultural initiatives.

Reduced admission may also be granted to members of voluntary associations based in the Municipality of Massarosa.

Article 23 – Cultural Accessibility

Museum management shall promote and encourage public interest in culture by means of, in particular:

- designing and providing visitor information and educational materials tailored to different categories of users, with particular attention to persons facing physical, economic or cultural disadvantages and to students of all educational levels;
- organising initiatives, activities and educational programmes intended to encourage active visitor participation and, whenever possible, developed with the involvement of the intended audiences;
- continuously monitoring visitor attendance and evaluating the Museum's services in order to better understand users' needs.

Management shall also ensure appropriate visitor reception and information services through:

- clear communication of visiting arrangements and Museum safety regulations, translated into at least one additional language, with **English** being given priority;
 - the provision of visitor assistance and reception services, together with seating and rest areas and any other facilities contributing to a pleasant visitor experience;
 - the establishment, wherever possible, of additional visitor services within the Museum and the archaeological area.
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Article 24 – Relations with the Local Area

The Museum shall act as a local centre for the protection and enhancement of the archaeological heritage of the area, in accordance with the principles governing cooperation among public authorities entrusted by law with such responsibilities.

To this end, the managing entity shall make its professional expertise available to conduct and promote archaeological field research and all activities aimed at safeguarding and enhancing the archaeological heritage of the Municipality of Massarosa, while encouraging the participation of citizens and, in particular, local associations active in this field.

The Municipal Administration recognises the relationship between the Museum and the local area as a strategic priority and, where appropriate, subject to the economic and management assessments required by these Regulations, may:

- provide financial support;
 - enter into agreements with authorities responsible for cultural heritage protection;
 - establish partnerships with banking foundations and with public and private organisations promoting the conservation, enhancement and communication of the cultural, archaeological and landscape heritage.
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Article 25 – Statistical Records

The Museum shall maintain a visitor register in which visitors may record their attendance together with any comments or observations.

For statistical purposes, the annual report on Museum activities shall include detailed visitor statistics showing the number of visitors for each month during which the Museum was open.

Admission tickets shall also be issued for visitors entitled to free admission.

Article 26 – General Rules

Visitors shall conduct themselves in a manner consistent with proper behaviour throughout the Museum.

The following are strictly prohibited:

- touching objects on display;
- smoking;
- consuming food or beverages;
- leaving the designated visitor routes;
- carrying out any action that may damage or endanger the collections;
- causing disturbance to other visitors.

Matters not expressly governed by these Regulations shall be subject to:

- national legislation governing museums and protected cultural heritage;
 - regional legislation concerning public museum services;
 - all other legal provisions relating to the operation and activities of the Museum.
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Article 27 – Final Provisions

The provisions contained in these Regulations shall constitute an essential part of all service agreements and any concession agreements relating to cultural property and municipally owned buildings forming part of the Museum network.

A copy of these Regulations, translated into English, shall always be displayed on the Museum notice board.