



STATUTE/REGULATIONS
SACRED ART MUSEUM OF THE AUGUSTINIAN CONVENT
CERTALDO ALTO (FI)

FOREWORD

This Statute-Regulations rules the organization, internal arrangement, cultural purposes and functioning of the Museum of the Augustinian Convent of Certaldo Alto. The Museum is set up in seven rooms located on the ground floor of the former Augustinian convent, founded between the 15th and the 18th centuries and closed in 1783 by Grand Duke Pietro Leopoldo of Lorraine, located in the historic center of Certaldo Alto, between Palazzo Pretorio, home of temporary exhibitions, and the Museum of Casa Boccaccio, owned by the municipality. The collection includes works of sacred art from churches in the Valdelsa area belonging to the Parish of San Tommaso Apostolo, which have come to the museum to ensure their better protection and enhancement.

The tour begins with the ancient Company of the Holy Annunciation, dedicated to the Linari collection, a nucleus of seventeenth-century Florentine paintings, including the canvas *Moses with the Tablets of the Law* dated 1653 and signed by Ciro Ferri, donated to the museum in 2011 by Aloma Bardi and her husband Gabriele Boccaccini, while in the subsequent rooms pertinent to the Convent are sacred vestments, including the Paliotto embroidered in silver with the image of Blessed Giulia da Certaldo of Florentine manufacture, and goldwork, much of it from San Lazzaro in Lucardo and commissioned by the Gianfigliuzzi family, the most valuable piece of which is the bust-reliquary of Blessed Giulia executed by Paolo Laurentini in 1652-1653, which is still an object of devotion. The tour continues in the picture gallery, set up in the ancient cenacle, works of relevant cultural interest include the *Madonna Enthroned with Child and Two Saints* by the Master of Bigallo and the *Madonna Enthroned with Child and Two Angels* by Meliore di Jacopo, a triptych by Ugolino di Nerio and a polyptych by Puccio di Simone. The museum tour includes the Romanesque cloister, the spacious garden where a Garden of Simples has been created, now open to the education of local schools, the basement that, after its retrofit will house the events organised for the enhancement of the museum's heritage and territorial initiatives. Connected to the museum are the cell of Beata Giulia, which is currently being rearranged to dedicate it for the worship of the faithful devoted to Certaldo's most revered figure, and the church of St. Philip and St. Jacopo where the extraordinary wooden Crucifix depicting Christus Triumphans, from Petrognano, attributed to an anonymous Tuscan sculptor of the 13th century, can be admired.

Article 1

Name and location

The Museum of the Convent of the Augustinians, located in Certaldo Alto, is owned by the parish of St. Tommaso Apostolo of the Archdiocese of Florence, of which the parish priest pro tempore is the legal representative. It was established in 2000 and inaugurated on June 30, 2001° after a careful restoration of the building, which is subject to protection under Art. 10 of Legislative Decree 42/2004 (Cultural Heritage Code).

The institutional tasks and purposes of the museum are those stipulated in this Statute/Regulation and in the current canonical and concordat provisions on the subject, in compliance with the norms dictated by Legislative Decree 42/2004 and adheres to the technical-scientific criteria regulated by the Ministerial Decree of 10/05/2001.

Article 2

Legal status and management principles

The museum does not have its own legal identity and is an organizational articulation within the territorial network of the Museums of Sacred Art of the Archdiocese of Florence. The museum in relation to its own juridical nature and organization establishes governing bodies and management procedures regarding the annual plan of activities for the enhancement of the collection, teaching, promotion and the management of available financial resources. The museum has technical and scientific autonomy and bases its activities on criteria of effectiveness, efficiency and economy.

Article 3

Finality

The museum preserves, protects and enhances, including through studies and research, the heritage of sacred art, a witness of faith at the service of the community and its cultural development, guaranteeing its accessibility to the public and in compliance with the principles dictated by the International Council of Museums (ICOM), the 1995 London Agreement (updated in 2002) and the relevant Italian regulations. The museum's aims are traced along the guidelines indicated in 1997 by Pope Paul II that "Museums of sacred art are not repositories of inanimate artifacts, but perennial nurseries, in which the genius and spirituality of the community of believers are handed down", the management of the museum pursues the goals indicated in the Protocollo d'Intesa between the CEI and the Conferenza delle Regioni e delle Province autonome, that is, "to maximize synergies and collaboration, both at the national and regional level, through the definition of concerted policies and initiatives aimed at the knowledge and enhancement of the ecclesiastical heritage and the development of religious tourism, with full respect for the protection of the heritage and the needs proper to the places subject to worship and the sacred rites performed there, festivals and religious traditions." All the historical and artistic heritage of the Museum is subject to protection under Article 10 of Legislative Decree 42/2004.

Art. 4

Functions

The museum, in the fulfilment of its mission and institutional functions and in the performance of its duties, ensures the preservation, arrangement, exhibition, study, knowledge through cultural events, education and public enjoyment of its collections, encouraging the active participation of the community and ensuring effective experiences of knowledge and public enjoyment. In particular, the museum:

- Takes care of the inventorying and cataloguing of all cultural property and ensures the progressive registration of any acquisitions;
- Updates the documentation, the restoration archive with reports of the restorations carried out with related photographic documentation;
- Assigns an economic value to each asset, reported in the accounting records on the basis of market estimates;
- Ensures the protection of the assets on display and in storage, through the scheduled monitoring of each individual asset, with related drafting/updating of the condition report, and of the environmental and physical conditions, with particular attention to the criteria dictated by the Ministerial Decree of 10/05/2001;
- Develops the study, research, documentation and interpretation of collections and their territorial contexts with a view to facilitating the recomposition of heritage, reconstructing and communicating to the community the system of relationships and values of which the works are an expression. To this end, it promotes collaborations with universities, research institutions and other Italian and foreign museums;
- Orders its collections and exhibits the works on the basis of a scientific project, preserving the documentation of any transformations of the orders and arrangements;
- Ensures the ordering and preservation of non-displayed goods according to criteria of functionality and security and promotes access to and use of the repositories;
- Organizes and participates in exhibitions also with the loan of works, notwithstanding the principles of conservation of works of greater fragility or icon of the museum itself;
- Adopts procedures for the handling of works of art;
- Promotes meetings, seminars, conferences, refresher courses and participates in similar initiatives promoted by other public and private entities;
- Edits or promotes the production of scientific and popular publications;

- Concurs with other institutions, and in particular with schools and universities, to spread, through educational projects, the knowledge of historical evidence, artistic creativity and traditions of the territory and promotes by all means the integration of the population, sustainable development, social cohesion and a sense of belonging and citizenship;
- Ensures access to the facility and collections and promotes the overcoming of architectural, cultural, cognitive and psycho-sensory barriers, including temporary ones, by identifying at least one minimum guaranteed route;
- Ensures year-round opening, with winter and summer timetables defined in agreement with the museum system of the Municipality of Certaldo, and defines extraordinary openings during specific periods of the year when there is a greater attendance;
- Regularly records free, reduced or charged admissions, school and group visits, periodically initiating monitoring to analyze visitor flows, visit enjoyment and the results of activities undertaken;
- Contributes to the spread and implementation of public enjoyment of the heritage entrusted to it by promoting its knowledge and communication in view of the plurality and diversity of visitors;
- Ensures the quality of the fruition and enhancement services provided, in line with the minimum uniform levels of quality provided by the Region and included in Ministerial Decree No. 113 of February 21, 2018, also with a view to joining the National Museum System.

Article 5

Exhibition areas, structural and functional facilities, and storage

The museum, awaiting the completion of the upgrading work on the second floor, has seven rooms suitable for the exhibition and preservation of assets, for the conduct of activities and for the reception and services to the public, set up and equipped with the essential services according to the criteria of current regulations, with particular attention to the lighting system. A new expansion and fitting out is being planned following the completion of work in the area occupying the second floor of the building, where in one room the Linari collection will be displayed with scientific criteria, one room will be dedicated to an educational laboratory, and a small room will be devoted to storage. The basement, which is to be enhanced because of its former convent destination, is intended for events and initiatives to enhance and promote the museum collection and the culture of the area. All rooms are equipped with safety measures to minimize risks to people and the collection, according to the Internal Safety and Coordination Plan (dlgs n. 81/2008) and the Ministerial Decree of 10/05/2001.

Article 6

Heritage and museum collection

The Museum's heritage, as a whole covered by a cumulative insurance policy, consists of:

- Real estate: former Convent of the Augustinians and former Company of SS. Annunziata, home of the museum connected through the cloister with the Church of Saints Jacopo and Filippo, owned by the Parish of San Tommaso;
- Movable property: listed in special inventory prepared by the CEI, updated whenever changes are recorded, part of which is on loan for use from the parishes of St. Gaudenzio in Ruballa, St. Donato in Lucardo and St. Andrea in Vico d'Elsa.

Article 7

Artwork handling and loan procedure

The transportation of the works outside the museum perimeters, regulated by a special procedure, is permitted only for loans for exhibitions and events, or for restoration work, after receiving the favorable opinion of the Archdiocese of Florence and the authorization of the ABAP Superintendence of the metropolitan city of Florence and the provinces of Pistoia and Prato, in accordance with art. 21 c. 1 l. B) and c. 4 of Legislative Decree 42//2004. For the handling we use firms specialized in the field and able to provide suitable packaging and transportation to ensure the best protection during the journey from the museum site to the place of destination.

The loan of works of art for exhibitions/manifestations follows the dictate of Article 48 of Legislative Decree 42/2004 and the procedure outlined in Ministerial Circular 29/2019. Each loan is regulated between the Museum and the Organizing Body by a contract, called "Conditions of Loan." The activity of exchange, loan and collaboration with other museums or cultural institutions for exhibitions/manifestation is considered an important tool for the enhancement of the individual work loaned, the sacred art collection as a whole and the territory. The evaluative criteria for lending a work of art are:

1. Suitability of the removal of the work from the museum;
2. Doubts about the professionalism of the curator or organizing body, the scientificity of the project, and the cultural appropriateness of the initiative;
3. Conservation conditions;
4. The coincidence of the period of the exhibition/manifestation with the time of greatest public influx to the museum.

Article 8

Funding

Funding for the Museum's activities is provided by the Parish of St. Tommaso Apostolo, with contributions of funding from the Region of Tuscany, percentage of ticket office income, donations and bequests from private individuals.

Article 9

Bodies

The following bodies perform technical administrative, financial and scientific management functions by cooperating and in agreement with the museum director. The organs are:

Museum Director Dr. Maria Maugeri,

Technical-administrative management committee

Protempore parish priest, Bursar

Parish Economic Affairs Council, Auditing

Patrizia Pepe, representing the Cooperativa Girasole

Technical and Scientific Committee

Dr. Maria Maugeri, museum director

Dr. Alice Chiostrini, adviser for educational and scientific activities and programming

Dr. Maria Merlini, scientific adviser for activity development and scientific programming

Dr. Barbara Latini, adviser for activity development and educational programming Patrizia Pepe, assistant for administrative, educational, communication and community relations activities

Sandra Cetti, Ecoproject firm. Safety and environment, safety officer.

Article 10

Fees and charges

The Director is entitled to a flat fee, quantified according to the agreements agreed upon with the protempore parish priest. Councilors are not entitled to compensation or allowances of any kind, except reimbursement of documented travel expenses for nonresidents incurred in attending meetings. Any expenses for missions or site visits are reimbursable upon clearance from the protempore pastor.

All museum bodies serve for 5 years, renewable, and any resigning members will be replaced after consultations between the museum director and the pro tem pastor.

Article 11

Museum director

Functions and tasks

The Director is appointed as the Legal Representative of the Museum, subject to agreement with the Archdiocese of Florence, on the evaluation of professional capacity and scientific skills, attested by his professional curriculum. The Director of the Museum is responsible for the management of the museum as a whole, as well as the implementation and development of its cultural and scientific project, and is the custodian and interpreter of the museum's identity and mission, availing themselves when they deem it necessary of the advice of the advisors of the Technical-Scientific Committee and in compliance with the guidelines on sacred art museums of the CEI and the Archdiocese of Florence.

In their function, the director is responsible for the overall management of the museum and their duties are:

1. Contributes to the definition of the cultural and institutional project of the museum;
2. Develops annual and multi-year programs of scientific and educational activities;
3. Provides for the implementation of planned initiatives;
4. Provides for the management of assigned financial resources by identifying strategies for obtaining economic resources;
5. Coordinates information, promotion and communication activities with the public, also making use of external resources;
6. Coordinates the interventions necessary to ensure the adequacy and safety of environments, facilities and installations;
7. Supervises the activities of conservation, sorting, exhibition, study of collections, educational activities;
8. Ensures the maintenance and updating of CEI inventories and cataloging;
9. Issues the authorization for the restoration of historical and artistic goods in the museum collection;
10. Issues authorization for the loan and handling of historical and artistic assets for exhibitions and events and oversees related procedures;
11. Handles relations with territorial superintendencies and other public institutions;
12. Regulates the consultation of property and authorizes access to repositories;
13. Issues permits for study and reproductions;
14. Drafts and updates the Service Charter that identifies, within the framework of the provisions of these Regulations/Statute, the specific services provided with an indication of the levels of quality and the methods of protection of users' rights;
15. Liaises with public entities and associations to propose and welcome initiatives and activities for the promotion and enhancement of the museum in the context of the Certaldo territory.

The Director may delegate part of his duties to another member of the scientific committee with the appropriate professionalism.

The Director proposes the conditions for entrusting museum activities to external entities operating in the form of a business, as well as the modalities for carrying out volunteer activities. In order to provide young people with an opportunity for direct museum experience, he proposes agreements with universities or educational institutions.

Article 11

Public services

The museum guarantees access to all visitors and promotes the widest participation of the local population through initiatives favorable to cultural integration, including in collaboration with other public and private entities. The visitor, both on-site and remotely through the website, is provided with essential information on how to access, the museum's collections, and available services.

Through diversified tools (captions, explanatory panels, guides and guided tours) the museum provides the indispensable cognitive elements (historical, anthropological, historical-artistic, iconographic) to understand the nature of the collection and the typology, history, techniques, and meanings of the works on display.

The Museum also ensures specific assistance, tools and activities for people with disabilities. Access to the storerooms and the Historical Archives is allowed to scholars with the authorization released by the Director.

The conditions of the visit, safety rules and prohibitions are concisely highlighted with icons in the floor plan easily identifiable by visitors.

The precise description of the services offered and quality standards ensured, as well as how to complain, are contained in the Service Charter, approved by the Director and made public through the museum's website and posting or distribution to those who request it.

Some services (e.g., ticketing, bookshop guided tours) may be managed by private companies taking into account the needs of the public and the museum's mission, under the terms of the stipulated concession contract and the relevant regulations.

Article 12

Outsourced services

Since the 1st of April 2010, the services of opening, ticketing, hall assistance, education and guided tours have been entrusted to the Cooperativa Girasole.

Article 13

Discipline of works in use of different ownership

Items that are part of the collection but coming from other parishes are regulated by loan for use signed by the parties. Any cost for maintenance and restoration is paid by the Museum.

Article14

Final regulations

For all matters not expressly provided for in these Statute/Regulations, please refer to the legal regulations governing the matter in the national/regional sphere implemented by the State-Church Understanding signed on September 13th, 1996.

All attached documentation is an integral part of these Regulations/Statutes.

1. CEI Inventory of the Historical Artistic Patrimony of the Archdiocese of Florence, List of the Assets of the Museum of Sacred Art of Certaldo
2. Quality of Services Charter
3. Emergency plan for the protection of cultural heritage
4. Emergency and security plan
5. Emergency floor plan
6. Risk assessment report on exposure to fire hazards
7. Occupational health and safety risk assessment document
8. Certified fire safety signage report
9. Artwork handling procedure
10. Emergency plan for the protection of cultural heritage
11. Comodate of use goods church of san Donato in Lucardo, Certaldo
12. Comodate of use goods church of san Gaudenzio in Ruballa, Certaldo
13. Appointment Director Dr. Maria Maugeri
14. Appointment of 3 members of the Scientific Committee.

Certaldo, April 20th 2024

The Director

Dott.ssa Maria Maugeri

Maria Maugeri