



STUDIO  
ARTS  
COLLEGE  
INTERNATIONAL

# STUDENT HANDBOOK

A GUIDE TO MAXIMIZE YOUR SACI EXPERIENCE

Front and back cover images: details of Michelangelo's *Sistine Chapel*.



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# SACI STUDENT HANDBOOK

A Guide to Maximize Your  
SACI Experience



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# Welcome to Italy, to Florence, and to SACI!

When you first arrive, you will be awed by Florence! This handbook is meant to help you to understand this fascinating city and to utilize fully your time here. It is a guide to the many resources, of the city and of our school. It includes essential information about SACI and this remarkable city.

The possibilities of Florence cannot be contained in a few neat pages and you'll probably have some additional questions – but we hope this handbook will be a useful tool. Additionally, there are many good web sites out there to help you explore Florence - including the “Student Life” section of the SACI web site: **[www.saci-florence.edu](http://www.saci-florence.edu)**

You are in Italy and your experience will be enriched by seeking to understand the differences, to see them as rich resources for your art. The SACI staff is here to help answer questions you may have. We want you to profit from the educational, cultural, and social possibilities to the fullest, and we look forward to helping you become one of the many SACI alumni who say that their time here changed their lives. *BENVENUTO!*

*Studio Arts College International*

*Please note: Things can change frequently in Italy and we cannot guarantee that all the information in this handbook will remain accurate.*

## SACI MISSION STATEMENT

SACI's mission is to provide undergraduate and graduate students with a challenging, life-enhancing experience in the center of Florence in traditional and contemporary studio arts, design, conservation, and art history. Students directly access centuries of Italian culture through a wide range of courses of academic excellence. SACI engages in leading areas of research and exploration, interacts with the community through artistic and social programs, and prepares students to excel in their chosen field.



## SACI FACILITIES

### Palazzo dei Cartelloni

Via Sant'Antonino 11, Florence  
tel. 055 289948

#### Administrative Offices

Open weekdays 9:00am-5:00pm.

#### Classrooms, Studios, Gallery, and Garden

When school is in session, SACI's Palazzo dei Cartelloni is open:

Monday-Thursday, 8:30am-10:00pm;  
Friday, 8:30am-7:00pm; Saturday and  
Sunday, 1:00pm-7:00pm.

**Library** - The SACI Worthington Library has numerous schoolwork related titles in English to choose from, as well as a good selection of art periodicals, DVDs, CDs, and access to Jstor, Artstor, and Questia Digital Libraries.

The library is upstairs in SACI's main building and is open seven days a week during Fall and Spring terms and six days a week (closed Sundays) during the Late Spring and Summer terms. Hours are posted each term. Five books may be checked out for one week at a time. For more extensive research, students may want to visit some of the other libraries around Florence (see the *Libraries and Bookstores* section of this handbook).

Students can sign out DVDs from SACI's library and use the DVD player in the Clayton Hubbs Lecture Hall. The DVD player is available for study-related or recreational video viewing during normal studio and open studio hours, provided the room and equipment are not in use. Students must receive approval from the staff and make an appointment to use the equipment. The library can accommodate up to five laptop computers for Ethernet connection

to the internet. Wireless access is also available.

**Student Lounge** - Upstairs in SACI's main building at the Palazzo dei Cartelloni. Student mailboxes, a bulletin board for notices of interest to students, and computers are available in the Student Lounge.

#### Administrative Offices and Faculty Lounge

- Beyond the Student Lounge is an administrative office, and beyond this are the offices of Accounting and the President. The Dean's Office is behind the library. The Faculty Lounge with faculty mailboxes is located in the underground level below the drawing studio.

### SACI's Jules Maidoff Palazzo for the Visual Arts

Via Sant'Egidio 14, Florence  
tel. 055 240910

#### Classrooms, Studios, Graduate Areas, Gallery, and Garden

- When school is in session during Fall and Spring terms, SACI's Jules Maidoff Palazzo for the Visual Arts is open Monday-Friday, 8:45am-midnight, and Saturday-Sunday 9:00am-midnight; During Late Spring and Summer terms, opening hours vary.

### Laboratorio Firenze

Via Guelfa 85, tel. 055 219914  
Site where SACI Batik, Jewelry Design, and Serigraphy classes are held. Open Monday-Thursday. Open studio time on most Fridays. Studio hours are announced at the beginning of each term.

### Tessilarte

Via Toselli, 100, tel. 055 364097  
Site where SACI Weaving classes are held.

## Attendance

Class attendance is compulsory. Only absences owing to a documented illness or emergency are excused by the Assistant/Dean Registrar. Two unexcused absences result in a lowering of the grade by 1/3 of a letter. Two late arrivals to class are considered the equivalent of one unexcused absence. Students who do not stay for the duration of a class session will be marked absent. Students who miss more than 20% of a course due to unexcused absences will not receive a passing grade for the course. Students who have been absent due to an infectious disease are required to obtain a physician's certificate of recovery before returning to class.

## Examinations

Students must take exams at established examination times. No early exams will be given unless special arrangements are made with the instructor. Students will not be excused from exams or allowed to take early or make-up exams due to travel arrangements.

## Withdrawal Policy

Students who withdraw after the first day of the term are not eligible for any refund of tuition, housing, or other fees, except the general program deposit. Students may transfer tuition only to a future term with the approval of the administration. The SACI application fee is non-refundable. Students attending multiple terms are subject to this policy for all terms of study. In addition, each student is held liable for all costs associated with the collection of his or her past-due

account, including legal fees and court costs. Any student who withdraws from the term while receiving financial aid must immediately contact the Financial Aid Director at his or her home institution. Students dismissed for disciplinary reasons forfeit the privilege of a refund.

## Studios

Studios and equipment are available for student use during normal school hours. Students with classes at Laboratorio Firenze should check with their instructors on open studio times.

## Graduate Studio Rules

- The area that has been assigned to you as studio space is to be used for the express purpose of making art objects and carrying out scholarly research. A woodworking and machine shop is available for special projects and is located off the ground floor. The shop and machinery must be used in the presence of SACI's Assistant Facilities Manager, Luca Carosi (contact him at [luca@saci-florence.edu](mailto:luca@saci-florence.edu) to schedule an appointment).
- Your assigned studio space is created with partitions within a communal space. The size of the space cannot be altered without the approval of the graduate program director. You are not permitted to move furniture or equipment to your studio from other areas of the school. If additional equipment is needed (partitions, easels, desks, chairs, etc.), please inform your instructor, who will contact SACI's Facilities Manager

Nicola Pianiri. If you intend to bring in any piece of furniture that does not belong to SACI, please ask for your instructor's approval first.

- You are responsible for keeping your individual studio space relatively clean and orderly. Periodic inspections by SACI's Health & Safety Officer / Facilities Manager Nicola Pianiri and his assistant Luca Carosi will be made to ensure that your space is being used properly and that you are following health and safety regulations.
- Unnecessary noise or behavior that distracts fellow students is not permitted. If you would like to listen to music, you are kindly asked to use headphones, so as to not disturb classmates.
- You are not permitted to bring into the studios (or into the school) materials found on the street which could be hazardous to the health and safety of those using SACI facilities.
- No alcohol or illegal drugs are allowed in the studios.
- For security reasons, any guests of SACI students must register with the SACI receptionist before being allowed to enter SACI premises. Once the guests have been allowed in, they must remain with the SACI students while on premises.
- Artwork left where it will obstruct exit pathways, hallways or access to other areas will be discarded by the cleaning crew or maintenance personnel.
- Painting materials or chemicals not recommended by your instructor must not be brought into the studios unless they have been approved by your instructor to assure that they are not toxic. Do not dispose of painting materials down the sink or in trashcans. Use the proper receptacles provided. Do not leave paintings, chemicals, or other liquids on the fan coils.
- By the last day of each term, please make sure you remove everything from the floor of your individual studio space so that it can be cleaned. During terms, only common areas of the graduate studios will be cleaned. The day-to-day cleaning of your individual space is left to you. Cleaning materials are kept on hand for this purpose. Your instructor will show you where they are stored. If exceptional cleaning of your space is needed during the term, it can be arranged with the cleaning company upon request. Please inform your instructor and/or SACI's Facilities Manager ([nicola@saci-florence.edu](mailto:nicola@saci-florence.edu)) of your needs, and make sure all objects are removed from the floor.
- After the last day of classes, all individual studio spaces must be emptied of any personal belongings, artworks, or non-SACI objects as soon as possible and by April 30 at the latest. Continuing students will have to make arrangements with SACI's Assistant Facilities Manager, Luca Carosi ([luca@saci-florence.edu](mailto:luca@saci-florence.edu)) for storage of materials between the first and the second year. Storage space for such materials is limited.
- SACI instructors and staff members are authorized to enforce the above regulations.

## School Policies

1. Unnecessary noise or behavior which detracts from the serious use of the studios by fellow students is not permitted.
2. Cell phones must be turned off during class time, films, and lectures. Cell phones and laptops cannot be used during exams.
3. I-pods, etc. must be used with headphones, so as to not disturb your classmates.
4. Keep your SACI I.D. cards with you. The security staff might ask you to identify yourself.
5. Clean up after you finish working to maintain a safe and orderly studio space.
6. Use the studio storage areas. Do not leave work dispersed throughout the studios or it may be discarded by the cleaning or maintenance personnel.
7. For security reasons, please make sure that the front doors are closed at all times. Do not admit strangers. Report any suspicious behavior to the Receptionist or Dean. Guests must register at the Front Desk.
8. No photocopies are to be made at SACI except for class work. You can purchase cards for the photocopiers at the Front Desk. There are also photocopy shops very near the school that will do copies on the spot very cheaply for you.
9. Teaching assistants are authorized to enforce the above regulations. Please cooperate.
10. A security phone tree will be put into place in case of a city emergency. All students must give their mobile or home phone number to the Receptionist at the Front Desk.

## Student Behavior

SACI expects students to behave in a manner which demonstrates good intentions, mature judgment, and respect for the rights of others. Any student who is unable to meet these expectations will be required to meet with the Dean. Depending on the severity of the problem, the home school of the student involved may be informed of the student's action. SACI reserves the right to expel students should it be necessary. Any criminal acts will be dealt with through the proper authorities.

### **SACI considers the following misconduct subject to disciplinary action:**

1. Dishonesty in all forms: lying, cheating, plagiarism, providing false information to SACI, forgery, or use of SACI documents with intent to defraud.
2. Obstruction or disruption of teaching, research, administration, or other SACI activities.
3. Disruptive behavior, including physical abuse, assault and battery, harassment or threats to any person on SACI premises or at SACI sponsored functions. This includes drug- and alcohol-related behavior.
4. Vandalism or theft of SACI property.
5. Unauthorized entry to or use of SACI facilities.
6. Failure to comply with the requests of SACI officials.
7. Violations of rules governing residence in SACI-owned or controlled property.
8. Violation of Italian laws (e.g., noise).
9. SACI policy prohibits the unlawful use, sale, dispensing, transfer or possession of controlled



Queries about housing should be directed to the Housing Director. Should you have difficulties with your housing situation, do not hesitate to report them. If you need something repaired in your apartment, please advise us immediately because it takes time for repair people to be scheduled. Please do not attempt to adjust the utility elements (heating, refrigerator, etc.) in your apartments; you will be charged if you break them.

At SACI we believe all students have a right to live comfortably while they are here: do not put up with behavior from roommates that you would not put up with at home.

## Non-Smoking Apartments

All SACI apartments are non-smoking apartments.

## When You Move In

A SACI representative will meet you at your apartment early in the term to go over the inventory of the apartment, read the meters, go over rules, and show you where the circuit breakers are. Make sure you sign the inventory list - if not, damages may be claimed when you vacate. Be respectful of your apartment. The owner or a housing inspector may decide to drop in on you one day to say hello and check things out, so keep your dwelling livable and presentable.

## Housing Rules

### 1. Overnight guests are not allowed.

This policy is required by Italian law. The SACI staff will be happy to help you find affordable accommodations for family

members or friends, or see the *Visitors* section of this handbook.

### 2. Keep your apartment clean.

Dump your garbage promptly outside in the underground garbage containers (multi-material, residual waste, and organic). In some areas of the city, especially outside the historical center, you can dump your garbage in the garbage bins with the blue lid (the blue domed bins are for glass & plastic recycling and the bins with the yellow lids are for paper and cardboard). Make sure that your trash bags don't leak. Don't leave garbage in your apartment or in the hall - you don't want to attract insects or worse.

### 3. No noise after 10:30 pm.

Remember that your apartment is not a dorm room and you have working Italian neighbors, so keep the noise down. After 10:30 pm, Italian law requires that noise be kept to a bare minimum. If you create excessive noise, your neighbors may call the police, and you may be fined. Your behavior reflects on all foreigners in Florence, so be considerate guests and neighbors.

### 4. Be gentle with the plumbing.

Florence's sewer system dates back to the Renaissance, when art was blooming but sanitation was not. Only toilet paper should go down the toilet. Tampons, sanitary napkins, and other heavy paper goods may clog your toilet, as well as the plumbing in the rest of your building. Accumulated hair can also cause stopped drains. Not only will you be responsible for paying the plumbing bill, but worse: plumbers

can take a long time to show up and solve your problem. Crack open your bathroom windows (other windows, too, if possible) after taking a shower to let humidity out, otherwise mildew will grow on the walls.

### **5. Be careful with voltage adapters and electricity.**

Electricity shorts out frequently in Florence so don't overload the system – if the washer is going, you may want to wait before turning on the radio or drying your hair. Many voltage adapters for appliances can short out the entire electrical system. This can also be dangerous. If you need a hair dryer, it's a good idea to pool money with your roommates to buy a cheap, safe Italian one. (A warning: in some Italian apartments, outlets are found dangerously near showers and baths...be careful when using electrical equipment in the bathroom!!!)

### **6. Do not paint in your apartment or use tape on your walls.**

Tape tears the paint and sometimes the plaster off the wall when removed. Remember that you will have to pay for damages.

### **If the lights suddenly go out...**

If the electricity goes off in your apartment, first turn off all electrical appliances. Then check the main switch or circuit breaker and push it to the on position (you will be shown where this is during the initial visit from a SACI representative). This usually works to reconnect the current.

### **Utilities**

Meter boxes are labeled: ENEL for electricity, GAS for gas, and ACQUA for water. SACI will take a reading when you move in

and when you vacate the apartment. The utilities allowance should be more than enough to keep you comfortable, but utilities cost substantially more than in the States. Remember to turn off lights and water taps and turn down the heat when you are not in your apartment. If you are curious about your energy expenditures and need help calculating, you can always bring your meter readings to the Housing Director to do a quick calculation. Remember: If you've been using excess energy, your general program deposit will suffer accordingly.

### **Phones**

SACI apartments are not equipped with telephones, but all of them have wireless capability. Pay phones can be found in almost every square, and many students buy or rent cell phones. (See the **Communication** section for information.)

### **Laundromats**

All SACI apartments are provided with washers, but dryers in Italy are very rare. Your apartment will have a clothesline or drying rack. Here are some local laundromats for dry cleaning or when a tumble dry is necessary:

#### **Elensec**

Via San Gallo 52/r, tel. 055 483415.  
Via dei Neri 46/r.  
Dry cleaning and laundry service.

#### **Lavanderia Duomo**

Piazza S. Benedetto 1/r, tel. 055 2382249.  
Dry cleaning and laundry service.

#### **Manfredi**

Piazza Mercato Centrale 36/r,  
tel. 055 291488.  
Dry cleaning and laundry service.

## Launderette

Via Faenza 26/r. American style, self-serve.

## Express Wash

Via Sant'Antonino 6a/r, Via Sant'Egidio 15/r, Via Nazionale 129/r (more located in various spots around the city). American style, self-serve. Open 7 days a week.

## Wash & Dry

Via dei Servi 105/r, Via dei Serragli 87/r, Via Ghibellina 143/r, Via dell'Agnolo 21/r, Via della Scala 52-54/r (more located in various spots around the city). American style, self-serve. Open 7 days a week.

## About Mail

Please arrange to have mail sent to the general SACI address instead of having it sent to your apartment. Why? Because the owner won't send your mail back when you move, but SACI will. Bring any mail or bills concerning your apartment received at your apartment to the Housing Director. The address is:

### Your name

c/o SACI - Via Sant'Antonino 11  
50123 Firenze, Italy

## About Mosquitoes

In warm weather, mosquitoes find Italy an appetizing place. To avoid sleepless nights and walls stained with squashed invaders, you can buy a "Vape" (a small plug-in device which radiates bug-retardant vapor) at any local supermarket or hardware store. These kill the mosquitoes (**zanzare**). But do leave the windows cracked open.

## When You Move Out

On the day your lease ends, your apartment must be cleaned, all keys

returned, and all of your belongings removed. If you need further housing, SACI will be happy to assist you. Please, let us know well in advance. The SACI office in New York will refund your general program deposit to you by mail, but make sure we have your correct forwarding address.

### It is your responsibility to do the following:

1. Clean the entire house, including floors, bathroom, and oven.
2. After emptying and cleaning the refrigerator, unplug it and leave its door open so mold doesn't form.
3. If you have time, machine-wash all sheets provided by the landlord.
4. All garbage, bottles, etc., must be removed. Burnt-out lightbulbs must be replaced.
5. Return all furniture, curtains, pictures, knick-knacks, etc., to their original positions. Please be careful – antiques can be fragile.
6. Double-check to make sure that no school or personal materials (books, easels, drawing boards, clothes, etc.) have been left behind. If you wish to donate clothes and art supplies (clean and in good condition), SACI will give you information about donation centers.
7. Turn off the hot water, heat, and gas (if possible).
8. Close all windows and shutters.
9. Lock the front door (and back door, if there is one).
10. Return your keys to the Housing Director.



## Important!

The cost of any repairs necessary to restore your apartment to its original condition will be deducted equally from the general program deposits of all housemates concerned, unless the Housing Director is informed in writing of the responsible party. This must be agreed to in a statement signed by all housemates. Repairs include cleaning, laundering, fixing, replacing, painting, changing locks due to missing keys, etc.

## OTHER SACI SERVICES

### Italian Exchange Program

SACI's conversation exchange program is a great way to make friends, improve your Italian language skills and experience Italian life. After discussion with the Italian instructor, you may be assigned an Italian conversation partner to meet with for at least two hours a week outside of school hours. Many SACI students become close friends with their conversation partners, and even correspond with them for years afterwards. And what better way to get to know Florence than with an Italian friend?

### Extracurricular Activities

The Administrative staff can provide you with information about different cultural and sporting activities in Florence. SACI notice boards advertise various events going on in Florence and the rest of Italy. Volunteer opportunities in community service are also actively promoted: a way to enter the "real" life of the city and its inhabitants and to improve your Italian.

### Lockers

There are many lockers for studio artists. Purchase your own small padlocks. First come, first served!

### SACI I.D. Cards

At the beginning of each term, SACI I.D. cards are handed out. It is useful to keep your card on you at all times to get discounts at certain local shops and banks (including art supply stores), for security reasons, and in order to check out books from the library.

### Exhibitions

Exhibitions of artwork completed by students for SACI classes are held throughout the year. At the end of every academic year a juried exhibition of student artwork is held in the SACI art galleries. Faculty and visiting artists are often invited to exhibit their work in the galleries.

Please remember that overnight guests are not allowed in the SACI apartments. This policy is required by Italian law. SACI has a list of hotel possibilities for hosting friends and family, ranging from the elegant hotel to the comfortable *pensione* or hostel, and can recommend restaurants within parental (or other) financial ranges.

### Hotels

Here are some recommended hotels for your relatives and friends when they visit Florence. (Prices vary according to the season and whether the bathroom is in the room or down the hall.)

#### Baglioni \*\*\*\*

Piazza dell'Unità 6, tel. 055 23580, [www.hotelbaglioni.it](http://www.hotelbaglioni.it)

#### Gallery Hotel Art \*\*\*\*

Vicolo dell'Oro 5, tel. 055 27263, [www.lungarnohotels.com](http://www.lungarnohotels.com)

#### Globus \*\*\*

Via Sant'Antonino 24, tel. 055 211062, [www.hotelglobus.com](http://www.hotelglobus.com)  
Mention SACI and you'll get a discount.

#### Hotel Guelfo Bianco \*\*\*

Via Cavour 29, tel. 055 288330, [www.ilguelfobianco.it](http://www.ilguelfobianco.it)  
Mention SACI and you'll get a discount.

#### Hotel City \*\*\*

Via Sant'Antonino 18, tel. 055 211543, [www.hotelcity.net](http://www.hotelcity.net)

#### Palazzo Benci \*\*\*

Piazza Madonna degli Aldobrandini 3, tel. 055 217049, [www.palazzobenci.com](http://www.palazzobenci.com)

#### Hotel Loggiato de' Serviti \*\*\*

Piazza Santissima Annunziata 3, tel. 055 289592, [www.loggiatodeiservitihotel.it](http://www.loggiatodeiservitihotel.it)

#### Hotel Centro \*\*

Via de' Ginori 17, tel. 055 2302901, [www.hotelcentro.net](http://www.hotelcentro.net)

#### Loggia Fiorentina\*

Via San Gallo 31, tel. 055 4625016, [www.loggiafiorentina.com](http://www.loggiafiorentina.com)

#### Bed & Breakfast

##### Palazzo Galletti

Via Sant'Egidio 12, tel. 055 218046, [www.palazzogalletti.it](http://www.palazzogalletti.it)

##### Abatjour ECO-Friendly B&B

Viale Cadorna, 12, tel. 055 485688, [www.abatjourflorence.it](http://www.abatjourflorence.it)

##### Badia Fiorentina

Via Dante Alighieri 12, tel. 055 219126, [www.badiafiorentina.com](http://www.badiafiorentina.com)

#### Hostels

##### Hostel Archi Rossi

Via Faenza 94/r, tel. 055 290804, [www.hostelarchirossi.com](http://www.hostelarchirossi.com)

##### Hostel Santa Monaca

Via S. Monaca 6, tel. 055 268338, [www.ostellosantamonaca.com](http://www.ostellosantamonaca.com)

##### Hostel Gallo d'Oro

Via Cavour 104, tel. 055 5522964, [www.ostellogallodoro.it](http://www.ostellogallodoro.it)

##### Hostel Tasso

Via Villani 15, Piazza Tasso, tel. 055 0602087, [www.tassohostelflorence.com](http://www.tassohostelflorence.com)

## Campgrounds

### Camping Michelangelo

Viale Michelangelo 80 (near Piazzale Michelangelo), tel. 055 6811977.

A tent-site with a view (bus #12 or 13).

### Camping Villa Camerata

Viale Righi 4, tel. 055 601451. This campground has a hostel too. Slightly out of town (bus #17).

## Tour Guides

If your family and friends are coming for a visit and looking for a tour guide, here's our list of private guides in Florence with professional licenses or tour guiding certificates:

### ARTOUR by Susanna Buricchi

An art historian who gives tours in Florence, Siena, Arezzo, and surrounding areas. An official art and tour Guide licensed by the city of Florence. Tel. 339 1689045, [www.artours.it](http://www.artours.it) [info@artours.it](mailto:info@artours.it)

### Elizabeth Butler Art Tour in Florence

Elizabeth is an art historian, one of the tour guides of SACI Students in Late Spring and Summer term field trips. Elizabeth gives art walking tours in Florence. Tel. 339 2077511, [e\\_annbutler@hotmail.com](mailto:e_annbutler@hotmail.com)

### Visita Firenze Art Tour in Florence and Tuscany

Madeleine is an art historian and gives art tours in Florence and in the rest of Tuscany. Tel. 338 8592794, [info@visitafirenze.it](mailto:info@visitafirenze.it)

## Museum Cards

### Firenze Card

[www.firenzecard.it](http://www.firenzecard.it)

The Firenze Card is valid for 72 hours and

provides admission to most of all national and Florentine municipal museums. It entitles you to visit permanent collections, exhibitions, and events held in these museums. You don't need to make reservations and you can enjoy priority access. You are also entitled to use public transport free of charge (city buses and tram) and it gives you access to the Firenze WiFi network. The Firenze Card allows you to enter any given museum once only.

### Friends of Uffizi Card

[www.amicidegliuffizi.it](http://www.amicidegliuffizi.it)

This card gets you into the Uffizi Museum and the Palazzo Pitti (Galleria Palatina, Galleria dell'Arte Moderna, Galleria del Costume, Museo degli Argenti, Museo delle Porcellane, Giardino di Boboli). It is valid until the end of the year in which you buy it. You can pick up the Friends of Uffizi at the welcome desk at the Uffizi (door n.2 of the Uffizi Gallery, Tuesday-Saturday 10:00am-5:00pm) – don't forget to bring a passport-size photo for each person to be included (the card can be individual or family group). With the **Friends of Uffizi Card** you can enter the museum as often as you wish.

### The Great Cathedral Museum Card

[www.museumflorence.com](http://www.museumflorence.com)

By purchasing this card, you will have limitless and preferential access to all the monuments of the Piazza Duomo complex: the Baptistry, the archeological site of Santa Reparata, Giotto's bell tower, Brunelleschi's Dome, and the Museum of the Opera of Santa Maria del Fiore. Register on the website and pick up the card at the ticket office of the Center for Art and Culture in Piazza San Giovanni, 7 - right across the street from the Baptistry entrance, open Monday - Friday.

## COURSE INFORMATION

### Orientation

Upon arrival students attend a complete orientation program to acquaint them with the city, language, food, monuments, and social customs in Florence. Students visit the outdoor markets, the post office, banks, various museums and *palazzi*, and art supply stores. Students are provided with a detailed orientation packet describing all aspects of life in Florence. An informal reception for students and faculty opens each term.

In the Fall and Spring terms SACI invites you to attend the informative session on volunteering in community service.

### Classes

Studio classes normally meet with instructors for 90 hours per term (including field trips). Students who wish to preregister for courses at the Intermediate or Advanced level must include with their applications photos, CDs, or videos of work already undertaken in these areas of study.

Academic classes normally meet with instructors for 45 hours per term (including field trips).

In all classes, students have assignments beyond regular class hours. Attendance is mandatory for all classes. All classes are taught in English, with the exception of Italian language classes.

### Audits

Students can audit a class by special permission and only if the class is taken as

one of the five possible classes selected at registration in the Fall/Spring terms or one of the two possible classes selected at registration in the Late Spring/Summer terms. Students who do not wish to receive credit for an academic course may audit the course if their home school approves. Students are not permitted to audit studio, conservation, or creative writing courses. Students cannot receive credit for an audited class.

### Directed Independent Study

The Directed Independent Study (DIS) is intended to be a structured course designed cooperatively between the instructor and the individual student. The DIS must meet a specific educational need pertinent to individual artistic or scholarly development that cannot be met through regular course work. Those wishing to pursue a DIS must be either (1) advanced students in good standing who have been at SACI for at least one semester or (2) post-baccalaureate or master's degree candidates in good standing.

A student who wishes to undertake a DIS must obtain from the Registrar a DIS proposal form and indicate on the form the objectives and study plan of the DIS. The student, instructor teaching the DIS, and appropriate Area Head must then sign this form. The completed DIS proposal form must then be submitted by the student to the Registrar.

The student and instructor are expected to meet weekly throughout the term for approximately one hour each session. In addition, each week the student is

expected to work independently on the DIS for at least 5 hours (if the DIS is in an academic area) or 8 hours (if the DIS is in a studio area). A DIS may utilize facilities and resources both within and outside SACI. A student undertaking a DIS is graded in the same manner as in other courses.

## Lectures

SACI hosts lectures featuring international painters, sculptors, designers, filmmakers, critics, museum directors, art historians, conservators, historians and other academics. Students are urged to attend these lectures. Keep in mind that some lectures are mandatory for certain classes.

## Grades

SACI students are graded on the A-F letter scale. Year/Semester Abroad Program students can opt to be graded on a Pass/Fail basis if their home school approves. Students who do not wish to receive credit for an academic course may audit the course if their home school approves. Students are not permitted to audit studio, conservation, or creative writing courses. Following the add/drop period, students cannot change their status.

Students who withdraw from a class before the mid-term break in the Fall and Spring terms, or before the end of the second week of classes in the Late Spring and Summer terms, will receive a Withdraw Passing (WP). Those who withdraw from a course after these periods will receive a Withdraw Failing (WF). All class withdrawals must be approved by the SACI Registrar.

If course work is not completed by the last day of term, students will receive an

Incomplete for the course. The Incomplete will automatically become an "F" if all course work is not completed by March 1 for the Fall term, August 1 for the Spring term, or November 1 for the Late Spring and Summer terms.

## Satisfactory Academic Progress

### Post-Baccalaureate Certificate Programs

To maintain satisfactory academic progress and earn the PostBac Certificate, students must complete all course work in the program at SACI within one academic year with a minimum overall grade point average of 3.0 (based upon a scale in which A = 4.0). A letter grade (AF) is given in each class. Students in the program are not permitted to take courses Pass/Fail.

### Master of Fine Arts Programs

To maintain satisfactory academic progress and earn the MFA degree, students must complete all course work in the program at SACI within two academic years with a minimum overall grade point average of 3.0 (based upon a scale in which A = 4.0). A letter grade (AF) is given in each class. Students in the program are not permitted to take courses Pass/Fail except for Teaching Assistantships.

### Master of Arts Program

To maintain satisfactory academic progress and earn the MA in Art History degree, students must complete all course work in the program at SACI within one academic year with a minimum overall grade point average of 3.0 (based upon a scale in which A = 4.0). A letter grade (AF) is given in each class except MA Thesis I and MA Thesis II in which the student is graded Pass or Fail. Students in the MA in Art History program must take all other classes for a letter grade.

**Satisfactory Academic Progress Policy for Students in SACI Graduate Programs Who are Receiving Federal Financial Aid**  
Please refer to the SACI website.

## Credits

Courses are for 3 credits, except for Late Medieval and Early Renaissance Art History and High Renaissance, Mannerist, and Early Baroque Art History, which are each for 6 credits with the required field trip component. Year/Semester Abroad Program students have received credit for their course work at SACI from many schools throughout the world.

## Transcripts

An official SACI transcript is issued to each student, except for those registered as Bowling Green State University guest students. Transcripts will not be released unless students have returned all SACI library books and equipment and paid in full all tuition and fees.

## FINANCIAL INFORMATION

### Year/Semester Abroad Program, Late Spring Term, & Summer Term

Current federal regulations permit applying Direct Loans to study abroad, provided credits awarded for that study are counted towards graduation requirements by a certificate-, diploma-, or degree-granting institution. Before making formal application to SACI, Year/Semester Abroad, Late Spring term, and Summer term students receiving financial aid should consult their home institution's financial aid office about expending such funds for enrollment. Students should also check with their university's

financial aid office about applying private university funds to study abroad.

Graduate students applying for financial aid directly through SACI will be required to complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list SACI's federal school code-G30501 in the school section. FAFSA applications should be submitted as soon as possible after January 1, and at the latest by SACI's priority filing date of March 15 for the Fall and October 1 for the Spring. US Federal Aid is allocated on a first-come, first-served basis, so early submission is advised.

Note that federal financial aid allocated to graduate students directly through SACI is disbursed only once they have signed in at the Registrar's office before each scheduled disbursement: the beginning of Fall and Spring terms for MFA and Post-Bac students; the beginning of Fall, Spring, and Late Spring terms for MA students.

## Scholarships

SACI awards over \$100,000 each term in scholarships. There are a number of scholarship opportunities for undergraduate and graduate study at SACI. They are awarded on the basis of both talent and need.

SACI scholarships include: International Incentive Awards, which encourage participation by under represented minorities in overseas study; Anna K. Meredith Scholarships, which aid general undergraduate study; the Clare Brett Smith Scholarship, which is given in photography; the Lele Cassin Scholarship, which is given in video production; the Gillian Award of \$3000 for a female



## SACI FIELD TRIPS

SACI's field trips are often what our students cite as among their most rewarding experiences in Italy. Not only do you have a chance to explore the areas outside Florence, but you also have an exclusive view, courtesy of SACI art historians, of the history and art history of Italy. Some of these trips are mandatory for history of art students, who receive priority seating on buses, but, room permitting, other students may arrange to participate. Watch for detailed information posted on the bulletin boards.

In addition to the art history trips, most studio courses include trips as part of their regular instruction. SACI runs numerous field trips each Fall and Spring term to museums, exhibitions, artist studios, workshops, and key sites. The cost of these class field trips is covered by your tuition.

### **Pisa and Lucca**

Required for Early Renaissance art students. Offered every term.

These two great proto-Renaissance Romanesque cities provide a spectacular day trip. In Pisa, students visit the Piazza dei Miracoli, the sculpture museum, the cathedral, its baptistry and holy cemetery (Campo Santo), and, of course, the world-famous Leaning Tower. The walled city of Lucca is the site of many inspiring churches as well as the 12th-century cathedral of San Martino.

### **Siena and San Gimignano**

Required for Early Renaissance art students. Offered every term.

In the morning, students view the quiet beauty of Siena, a 13th-century city renowned for banking, its internationally famous university, and legendary horse race, the Palio. They tour Siena's famous town hall (Palazzo Pubblico), cathedral, baptistry, and museum housing the "Maestà." The next stop is the towered village of San Gimignano, famed for its beautifully frescoed Collegiate church and its medieval towers.

### **Rome**

Three-day trip; required for High Renaissance art students. Offered Fall and Spring Terms.

Students see all the major sights of Rome in this exceptional three-day tour of the Vatican, St. Peter's Cathedral, the Colosseum, the Roman Forum, and more. Students also travel outside Rome to see Tivoli and Hadrian's villa.

### **Arezzo, Urbino, and Sansepolcro**

Two-day trip; required for Early Renaissance art students. Offered Fall and Spring terms.

Often cited for the serene landscape and these scenic Italian villages, the mountainous Umbrian region is a place of great natural beauty. Highlights include the restored works of Piero Della Francesca, the beauties of the Casentino, and the great palace at Urbino. A SACI favorite, this overnight trip is highly recommended.



## Fiesole

Required for art history students. Offered every term.

Fiesole is a beautiful Etruscan hilltop town with an extraordinary view of Florence. Students visit the Roman amphitheater, bishop's church, and remarkable Franciscan monastery.

## Venice

Optional two-day trip; modest fee for hotel. Offered Fall and Spring term.

Students explore the legendary city of romance, canals, and Mediterranean commerce on this two-day trip. This ancient republic, the "Serenissima," is the site of the Doge's Palace, St. Mark's Cathedral, and the stupendous masterpieces of the Venetian Accademia and Correr Museum (Titian, Canaletto, Veronese, Bellini, Tiepolo). Students can also visit the Peggy Guggenheim collection of modern art and the exhibitions in Palazzo Grassi. Every other year we visit the world-famous art fair, the Biennale. In the Spring term, the trip occurs during Venice's famed *Carnevale*.

## Vinci and the Medici Villas

Required for High Renaissance art students. Offered Fall and Spring terms.

Students visit the museum devoted to Leonardo da Vinci in the famed master's home town, as well as the Mannerist villas of the Medici (Demidoff, Artimino, and Poggio a Caiano).

## Bologna

Required for High Renaissance art students. Offered Fall and Spring terms.

Bologna boasts some of the finest Renaissance works in central Italy. Students see the great Della Quercia sculpture in the cathedral and the paintings in the Pinacoteca.

## The Certosa of Galluzzo

Required for High Renaissance art students. Offered Fall and Spring terms.

This remarkable monastery just outside of Florence still houses monks as well as some of Pontormo's last and most beautiful works.

## Ravenna

Required for Early Renaissance art students. Offered Fall and Spring terms.

Students visit one of the capitals of the Byzantine culture and see beautiful mosaics, the ivory throne of Bishop Maximian, and other pre-Renaissance works of art in this city of Early Christian and Byzantine art.

## Pompeii, Naples and Herculaneum

Optional three-day trip. Offered Spring term.

Students visit the great Roman cities which were covered by ash in the eruption of Mount Vesuvius, the Naples Archaeological Museum, and the famous art museum of Capo di Monte.

## FLORENCE'S SCHEDULE

Florence's schedule is very different from the hectic, on-the-go routine in most North American cities. Why? Because Italy is a land with hundreds of years of tradition, and in some ways it still belongs to its past. The schedule that Florence lives by is based on an agricultural life, when it simply got too hot in the early afternoon (from about 1:00pm to 3:00pm) to work in the fields. This time became the part of the day when the entire family gathered together to enjoy the midday meal. Even today, the long lunch break is a treasured Italian tradition and many people (including business people and school children) still try to return home during the afternoon break to relax and spend time with their loved ones.

### Banks

Open weekdays, 8:20am-1:20pm, and also 2:45pm-3:45pm. Closed weekends. Hours may vary slightly at different banks. All banks have cash points (ATMs) for card access.

### Food Stores

June-September:  
Open weekdays, 8:30am-1:00pm and 4:00pm-8:00pm, Saturday, 9:00am-1:00pm. Often closed Saturday afternoons and all day Sunday.

October-May:  
Open weekdays and Saturdays, 8:30am-1:00pm, 3:30pm-7:30pm. Often closed Wednesday afternoons and all day Sunday.

### Open Markets

Open Monday-Saturday, 8:00am-1:00pm.

Closed Sunday. Some markets are open also on Sunday, see the **Markets and Shopping** section of this handbook.

### Retail Shops

Times are changing in Italy and you will find that some stores do not close over lunch. However, the general opening hours are the following:

June-September:  
Open weekdays, 9:00am-1:00pm and 4:00pm-8:00pm, Saturday, 9:00am-1:00pm. Some close Saturday afternoon and almost all shops close Sunday.

October-May:  
Open weekdays, 9:00am-1:00pm, 3:30pm-7:30pm, Saturday, 9:00am-1:00pm, 4:00pm-8:00pm. Closed Monday morning and Sunday.

### Post Offices

The main branch in Piazza Repubblica is the nearest post office to the school. Open Monday-Friday, 8:15am-7:00pm; Saturday, 8:15am-12:30pm. Other branches: Open weekdays, 8:15am-7:00pm; Saturday, 8:15am-12:30pm.

All post offices close early on the last day of the month and are closed Sundays. [www.posteitaliane.it](http://www.posteitaliane.it)

### Museums

Museum hours vary; check the **Museums** section of this handbook and consult the SACI bulletin boards for updates.

### Churches

Typically open 9:00am-noon and 4:00pm-6:00 pm.

You may find that fitness “Italian-style” is not the same as in the States. For example, runners are hard-pressed to find the open road, but many jog along the river or in the Cascine Park. Workout centers in Florence also may not be the high-tech facilities you are used to. However, Florence does have plenty that should suit your sporting style: from gyms to yoga or dance. To help, we have provided a list here, but ask the Receptionist at the Front Desk if you are looking for other specific activities.

We have also listed important information about doctors and medical facilities in Florence, as well as safety advice which hopefully will keep you from needing them.

## FITNESS FACILITIES

### Gyms, Fitness Centers, & Yoga Budokan (martial arts)

Borgo Pinti 5, tel. 3393252625,  
[www.budokanfirenze.net](http://www.budokanfirenze.net)

### Centro Fitness Stadio A. Franchi

Viale Maratona 6, tel. 055 572398,  
[www.fitnessstadioartemiofranchi.it](http://www.fitnessstadioartemiofranchi.it)

### Centro Yoga

Via dei Bardi 21, tel. 3453974722,  
[www.itsyogafirenze.it](http://www.itsyogafirenze.it)

### Europe Power Yoga

Via della Chiesa 36, tel. 3495340565  
[www.italiapoweryoga.com](http://www.italiapoweryoga.com)

### Fit-Express

Via Bardazzi 15, tel. 3713902431  
[www.fitexpress.it/club/firenze/](http://www.fitexpress.it/club/firenze/)

### Gym e Tonic

Via Leone 10/r, tel. 055 280524,  
[www.palestragymtonic.it](http://www.palestragymtonic.it)

### Gymnasium

Via Palazzuolo 49/r, tel. 055 2654213

### Ki Dojo

Via Gordigiani 20/m, tel. 055 362090,  
[www.kidojo.it](http://www.kidojo.it)

### Klab Wellness Center

Via dei Conti 7, tel. 055 215902 (near SACI's main building, but slightly more expensive)  
Via G.B. Lulli 62, tel. 055 364571,  
[www.klab.it](http://www.klab.it)

### Libertas Judo

Piazza S.M.Novella 18, tel. 055 294421

### Ricciardi

Borgo Pinti 75, tel. 055 2478444,  
[www.palestraricciardi.it](http://www.palestraricciardi.it)

### S. Niccolò

Via S.Miniato 6, tel. 055 2342424

### Stilnuovo Health Fitness Club

Viale dei Mille 41/r, tel. 055 573683,  
[www.stilnuovo.org](http://www.stilnuovo.org)

### Swan Gymnastic Center

Via de' Pepi 28, tel. 055 240802,  
[www.palestraswan.net](http://www.palestraswan.net)

### Time Out

Via Ponte Sospeso 6, tel. 055 714069,  
[www.palestratimeout.it](http://www.palestratimeout.it)

### Yoga Garage

Piazza San Lorenzo 6, tel. 3468698803  
[www.yogagarage.it](http://www.yogagarage.it)

## **Yurikukai Karate Club**

Via Aretina 217, tel. 055 664016,  
www.yurikukai.it

## **Spas: Soul Space**

Via Sant'Egidio 12, tel. 055 2001794,  
www.soulspace.it

## **Hidron**

Via di Gramignano, Campi Bisenzio,  
tel. 055 892500  
(Bus #30 from Florence's Santa Maria  
Novella train station), www.hidron.it

## **Pools:**

The densely packed city center does not offer a lot of space for pool-sized facilities, so you will probably have to travel outside the center to find a pool. Outside pools are only open in the summer.

### **A. Franchi** (near the soccer stadium)

Via Nervi 4, tel. 055 5002225  
www.rarinantesflorentina.it

### **Paganelli**

Viale Guidoni 208, tel. 055 416330  
www.cspaganelli.it

### **Virgin Active - Rovezzano**

Via Gen. C.A. Dalla Chiesa 11, tel. 800  
914555, www.virginactive.it (Bus #14  
from Santa Maria Novella train station)

### **Virgin Active – San Donato**

Via di Novoli, 10, tel. 800 914555,  
www.virginactive.it (Bus #22 from Santa  
Maria Novella train station)

**Il Poggetto** (open air swimming pool open  
in the summer) Via M. Mercati 35, tel. 055  
477978, (bus #4), www.flog.it/piscina.htm

**Nannini Bellariva** (open air swimming pool  
open in the summer) Lungarno A. Moro 6,  
tel. 055 677521

**Le Pavoniere** (open air swimming pool  
open in the summer) Via della Catena 2  
(inside the Cascine Park), tel. 3295643216,  
www.uisp.it/firenze/piscinalepavoniere

**Piscina Costoli** (near the soccer stadium  
- open air swimming pool open in the  
summer) Viale Paoli 9, (bus #6-11-17 from  
the SMN train station), tel. 055 6236027

## **MEDICAL INFORMATION**

If you have a medical condition that we should be aware of (including allergies to medicines), please inform the Dean or the Assistant Dean/Registrar.

### **Advisement and Counseling**

Scholastic problems should be discussed with the appropriate Area Head, Assistant Dean/Registrar, and/or the Dean.

You can always speak to the Dean about any personal problems you may be experiencing. Professional counselors who speak English can also be recommended.

### **Hospitals**

In an emergency, head for the **Pronto Soccorso** (Emergency Room) station located in the front of all major hospitals (see list below). There is also a station to the right of the Duomo façade. Italian doctors are well qualified and will be able to provide aid, even if a translator is not available.

In emergency cases, you will always be treated in public Italian hospitals, regardless of health coverage. Do not hesitate to go to a hospital if needed!

If necessary, one of the administrative staff will accompany you to the hospital to help you with the entire procedure and to translate. Keep the emergency SACI numbers handy for assistance during non-office hours.

### **Santa Maria Nuova**

Piazza Santa Maria Nuova 1, tel. 055 69381. The **Pronto Soccorso** is free for emergencies and they speak English.

### **Careggi Hospital**

Viale Morgagni 85, tel. 055 794111. The **Pronto Soccorso** is free for emergencies and they speak English.

### **Istituto Ortopedico Toscano**

Viale Michelangelo 41, tel. 055 6937249

## **English-Speaking Doctors**

If you have a problem, speak to one of the staff. SACI keeps a list of English-speaking doctors in a wide range of specializations. Or call one of the following directly:

### **Dr. Stephen Kerr**

An English general practitioner who lives and practices in Florence. Piazza Mercato Nuovo 1, Studio Medico, 4th floor, (very close to Piazza della Signoria), tel. 055 288055 (office), 335 8361682 (cell). Walk-in hours are weekdays from 3:00pm-5:00pm or call for an appointment. [www.dr-kerr.com](http://www.dr-kerr.com)

### **Dr. Gabriella Friedl**

A general practitioner and pulmonary specialist. Via Fra' Bartolomeo 5 (1st floor). Available Monday through Friday without an appointment from 3:00pm-4:00pm. 055 287383 (phone), 349 7319461 (cell).

### **Dr. Francesco Porro**

A general practitioner and exam lab. Via

Verdi 16. Available for house calls. 338-8203612 (cell), email: [docporro@alice.it](mailto:docporro@alice.it)

### **Medical Service Firenze**

Via Roma 4, tel. 055 475411. A doctor is on call 24 hours a day for home visits. They provide medical service in a variety of languages for a range of problems. Walk-in hours: weekdays 11:00am-12:00pm, 1:00pm-3:00pm & 5:00pm-6:00pm; Saturday, 11:00am-12:00pm & 1:00pm-3:00pm. Sunday, closed. [www.medicalservice.firenze.it](http://www.medicalservice.firenze.it), email: [medserv@tin.it](mailto:medserv@tin.it)

### **Guardia Medica Turistica - Misericordia**

This inexpensive Catholic medical clinic is located just around the corner from the Duomo. Students who need injections can use this charity service for free (donations accepted) 8:30-10:30am daily, when accompanied with a doctor's order. Vicolo degli Adimari 1, tel. 055 812221. Open Monday-Friday, 2:00pm-4:00pm for visits.

### **Dr. Barbara Brodbeck**

Gynecologist  
Via della Fortezza 6, 1st floor, tel. 055 470521/ 055 485524 (office), 335 8353612 (cell). Credit cards not accepted.

### **Dr. Mariarosaria di Tommaso**

Gynecologist  
Via Ponte Neri 4, tel. 055 476749  
Available Monday-Friday, 3pm-7pm.  
Credit cards not accepted.

### **Dr. Jacopo Colasanti**

Dentist  
Via Melchiorre Gioia 10, tel. 055 490445.  
Available Monday, Wednesday, & Thursday, 9am-1pm, 3pm-7pm; Tuesday & Friday 9am-5pm.

**Dr. Giovanni Bindi and Dr. Riccardo Bindi**  
Dentists  
Via Carducci 16, tel. 055 2638544.

Lungarno Cellini 25, tel. 055 680721  
(office), 055 701548 (home),  
maryasan@tin.it

**Dr. David Giachetti**  
Dentist  
Viale Don Minzoni 47, tel. 055 574023,  
3479287980.

**Dr. Linda Fortini**  
Psychologist  
Via Gambologna 5/A, tel. 055 577127

**Dr. Sandro Monauni**  
Dentist  
Via de Sanctis 47, (bus #6 direction  
Novelli) tel. 055 2347548.

**Dr. Daniela Signorelli**  
Orthodontist  
Via Bechet 1, tel. 055 589453 (office),  
347 1060361 (cell). Monday & Tuesday,  
1:00pm- 7:30pm. Received orthodontic  
training in the U.S.

**Dr. Sandro Rossetti**  
Psychiatrist  
Via della Palancola 20, tel. 3351498467,  
mc0485@mclink.it

**Support Groups**  
**Alcoholics Anonymous** (and Narcotics  
Anonymous) at St. James American  
Church. Via Rucellai 9, tel. 055 294417.

**Dr. Margaret Mary Runge**  
Psychologist  
Via della Palancola 20, tel. 349 7169302,  
dr\_runge@hotmail.it

**Artemisia** (Women's Center Against  
Domestic Violence) Via Mezzetta 1 int, tel.  
055 602311. All services free of charge.  
[www.artemisiacentroantiviolenza.it](http://www.artemisiacentroantiviolenza.it)

**Dr. Mary Ann Bellini**  
Psychologist

## How to Be Sick in Italian

Allergy	<i>Allergia</i>	Flu	<i>Influenza</i>
Antibiotic	<i>Antibiotico</i>	Fracture	<i>Frattura</i>
Band-aid	<i>Cerotto</i>	Headache	<i>Mal di testa</i>
Blood	<i>Sangue</i>	Heat Stroke	<i>Insolazione</i>
Broken Bones	<i>Ossa rotte</i>	Indigestion	<i>Irritazione</i>
Bruise	<i>Livido</i>	Irritation	<i>Irritazione</i>
Burn	<i>Brucciatura</i>	Jet Lag	<i>Fuso orario</i>
Cold	<i>Raffreddore</i>	Motion Sickness	<i>Mal d'Auto</i>
Cold Sweat	<i>Sudori freddi</i>	Nausea	<i>Nausea</i>
Cough	<i>Tosse</i>	Shivers	<i>Brividi</i>
Cramps	<i>Crampi</i>	Sprain	<i>Torsione</i>
Cut	<i>Ferita</i>	Stomach ache	<i>Mal di Pancia</i>
Diarrhea	<i>Diarrea</i>	Sunburn	<i>Scottatura</i>
Faint	<i>Svenimento</i>	Thrush	<i>Candida</i>
Fever	<i>Febbre</i>	Vomit	<i>Vomito</i>

## Pharmacies

Look for the neon green cross which indicates a pharmacy. Pharmacists in Italy go through intensive training and are usually qualified to give medical advice on minor ailments. Try to fill prescriptions BEFORE you come to Italy, as it is sometimes difficult to fill a foreign prescription. Pack medication in your carry-on if you need it often. You may have trouble getting medicines through customs.

On each pharmacy door, see the list of the closest “farmacie di turno” (pharmacies open at night or Sundays/holidays).

### Farmacia della Stazione

Via Panzani, 65/r, tel. 055 215188. This pharmacy is very close to the school and is owned by friends of SACI (Dr. Biagio and Dr. Antonio Pinto). Open Monday-Friday, 9:00am-8:00pm; Saturday, 9:00am-7:30pm; Sunday 10:00am-1:00pm and 2:00-7:30pm. Not only can you get advice about medications from their English-speaking pharmacists, but you can also benefit from a discount to SACI students for cosmetics and non-pharmaceutical products.

### Farmacia All’Insegna del Moro

Piazza S. Giovanni 20r (Piazza Duomo), tel. 055 211343.  
Open 7 days a week 8:00am – 12:00am.

### Farmacia dell’Ospedale di Santa Maria Nuova,

Piazza Santa Maria Nuova 1, tel. 055 6938804. Open Monday-Friday, 9:00am-4:00pm; Saturday 9:00am-1:00pm.

### Farmacia Camilli

Piazza degli Ottaviani 8, tel. 055 212668. Open every day, 9:00am-8:00pm.

### Farmacia Molteni

Via Calzaiuoli 7/r (Piazza Signoria), tel. 055 289490. Open 7 days a week 8:00am-8:00pm.

## 24-Hour Pharmacy:

Farmacia Comunale offers 24-hour service. You may be charged a slight “diritto di chiamata” (night call tax) for late-night purchases. And you may also have to ring a door bell for service if the pharmacy appears to be closed.

### Farmacia Comunale

Open 24 hours (from 11:00pm-7:00am ring the bell). Piazza Stazione (inside the train station), tel. 055 216761.

## SAFETY INFORMATION

Compared to American cities, Florence is relatively safe. However, please keep in mind that Florence is a city and follow the same basic safety precautions you would anywhere else.

You can usually walk around central Florence until 11:00pm, but remember that it is safer to walk in well-lit areas, where there are other people around, rather than taking the dark side streets. As always, walking in a group is the best way to avoid problems.

While it can be a lot of fun during the day, the Cascine Park is not advisable after dark. If you run into problems, phone one of the emergency numbers listed below. Do not take risks that you would not take at home.

SACI can be reached by phone 24-hours/day, 7-days/week. When SACI’s main building is open (Monday-Thursday, 8:30

am - 10:00 pm; Friday, 8:30 am - 7:00 pm; Saturday-Sunday, 1:00 pm-7:00 pm), call (+39) 055 289948. For emergencies, when SACI is closed, call (+39) 347 7738076.

## Security Guidelines

The American Consulate in Florence has asked all students for their cooperation in helping with the security of US schools. SACI is regularly updated on security issues by the State Department, via the Consulate.

Be responsible about access to the school. Do not admit strangers into SACI buildings. Report any suspicious persons to the school administration immediately. Keep your SACI I.D. card with you as you may be asked to identify yourself by the security staff. Make sure that all entryways to SACI buildings are securely closed.

Place your keys on the SACI key ring that you receive during orientation. Carry the key ring with you at all times. It has on it phone numbers for SACI facilities, emergency use, and taxi companies.

Always let someone know when and where you are going on a trip. Never leave or stay away overnight without informing SACI or your friends of your plans. If your return is delayed, let someone here know!

Don't forget your passport when you travel. You will need it for I.D. and to check into hotels.

## Pickpockets

Unfortunately, pickpockets are a reality in Florence. Be especially careful on crowded buses, which allow nimble-fingered thieves the perfect opportunity to

snag wallets from purses, pants, or jacket pockets. On the street, gypsies (even the children) have ingenious ways to distract you so they can pick your pocket.

Beware of anyone holding out a piece of cardboard or folded newspaper – it's a popular ruse. It is not at all rude to hold your private possessions close to you when passing a group of gypsies.

To be on the safe side, please consider the following advice:

1. Do not carry your passport, flight tickets, or large amounts of cash on your person.
2. Carry your money and credit cards separately in more than one place.
3. Carry identification at all times.
4. Make photocopies of all important documents to carry with you, and store the originals in a safe place.

## If Something Is Lost or Stolen

The City Lost and Found Office (Ufficio Oggetti Smarriti del Comune di Firenze) is at Via Francesco Veracini, 5/5 (Piazza Puccini - Via Maragliano area), tel. 055 334802. Open in the morning Monday, Wednesday, & Friday 9:00 am - 12:30pm; Tuesday & Thursday open in the afternoon 2:30pm-4:00pm.

If something important is lost or stolen, you will need to go to the Carabinieri (Borgo Ognissanti 48), the Polizia (Via Pietrapiana 50/r at Piazza dei Ciompi, tel. 055 203911), or the Questura (Via Duca d'Aosta 3, tel. 055 49771, open 24 hours a day for emergencies, but regular hours for simple things) and fill out a police report (*denuncia*) at the Ufficio Denunce. The SACI staff can assist you with this procedure. There are English-speaking



officers who can help you fill out your report. You should bring some form of identification with you. The police will provide you with legal proof of your loss which is needed when you request the replacement of documents. If you are insured, the insurance company will also want a copy.

## Alcohol and Drugs

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, SACI implements a policy which prohibits the unlawful use, sale, dispensing, transfer or possession of controlled substances, alcoholic beverages, drugs not medically authorized, or any other substance that may impair an individual's academic or work performance. SACI prohibits unauthorized use of alcoholic beverages on SACI premises. Smoking is permitted only in the gardens, and not in SACI facilities or apartments. It is the responsibility of each faculty member, employee, and student to adhere to this policy. Breach of this policy will result in disciplinary action which may lead to dismissal.

Alcoholic beverages are often stronger in Italy than in the USA. It is therefore especially important that moderation be practiced—and special care should be taken, when drinking alcoholic beverages, by those using prescription or over-the-counter drugs.

## Social Behavior

Occasionally, males in Florence seem aggressively forward. Although they are usually harmless, some women may consider their advances as harassment. If you find yourself pestered by a persistent individual, the best way to rebuff unwanted interest is simply to ignore it. If you give him attention, it is more likely to persist. If you feel threatened, head for the nearest group of people. When alone, keep your cell phone on and ready in case you wish to call a friend, the police (112), or a taxi (055 4242, 055 4390, 055 4798). If there's a problem with one particular individual, let SACI's Title IX Coordinator, Daniela Barbato, know.

There is a 24-hour police emergency number for violence against women or children (tel. 1522). The officers usually speak English. The Artemesia Women's Center Against Domestic Violence offers many services free of charge (tel. 055 602311).

## Emergency Phone Numbers

**Emergency Room** In case of a medical emergency, go to the emergency room (*pronto soccorso*) at **Santa Maria Nuova** located in the city center at **Piazza S. Maria Nuova 1**, near the Jules Maidoff Palazzo for the Visual Arts.

**POLICE** (English spoken) 112

**AMBULANCE** 118

**FIRE** 115

### To Cancel Credit Cards:

Visa 800 877 232

MasterCard 800 870 866

American Express 800 914 912

**SACI's Palazzo dei Cartelloni** 055 289948

**SACI's Jules Maidoff Palazzo for the Visual Arts** 055 240910

**SACI's Emergency Phone #** (For use only when the school is closed) 347 7738076

**Medical Service Firenze** 055 475411

**Violence against Women or Children** (English spoken) 1522 and Artemesia  
Women's Center Against Domestic Violence 055 602311

**Dr. Gabriella Friedl** (General Practitioner) 055 218912 / 349 7319461 (cell)

**Dr. Stephen Kerr** (General Practitioner) 055 288055/ 335 8361682 (cell)

**Dr. Francesco Porro** (General Practitioner) 338 8203612 (cell)

**Dr. Margaret Mary Runge** (Psychologist) 349 7169302 (cell)

**Farmacia Comunale (24 hour)** 055 216761 - Inside SMN train station

**Farmacia Molteni** 055 289490 - Via Calzaiouli 7r (Piazza Signoria)

**Farmacia all'Insegna del Moro** 055 211343 - Piazza S. Giovanni 20r (Duomo)

### US Consulate (other consulates are listed in the phone book)

Lungarno Vespucci, 38, tel. 055 266951 fax. 055 284088

Open to the public from 9:00am-12:30pm Monday through Friday.

<http://florence.usconsulate.gov/english/>

## TELEPHONE

### Pay Phones

The SACI office staff is happy to relay messages phoned to the general line, but you'll need to find a pay phone to make personal phone calls if you haven't bought or rented a cell phone.

To make virtually any call from a pay phone you must start the phone with a coin. Once you have inserted a coin, you will be able to dial a local or foreign number directly (using the correct international codes), call a long-distance operator (see list below), or dial the access number for international phone cards. (Remember to tear the corner off to activate.) You can call long distance direct from pay phones, but, the farther away you are calling, the more it will cost.

#### *Scheda telefonica internazionale*

(international phone card) comes in different denominations and can be purchased at most bars or *Tabacchi* shops. These cards will work until you run out of money on the card.

The pay phone nearest to SACI's main building, the Palazzo dei Cartelloni, is at the corner of Piazza Stazione SMN and Piazza dell'Unità; the pay phone nearest SACI's Jules Maidoff Palazzo for the Visual Arts is at Piazza Salvemini (in front of Banca di Roma).

### Calling within Italy

Area codes are always used when placing calls in Italy – even for local calls. For

example, the area code for Florence is 055. Thus, to call the SACI office from anywhere in Italy (even from next door) you'll need to dial 055 289948.

You do not need to add the area code when dialing emergency numbers (i.e. 118, 115, or 112 – see the section on *Emergency Phone Numbers*). You do not need to add the area code when dialing a cell phone number.

### Calling Other Countries

To call outside of Italy dial:

00 + Country code + Area code + Number

**From Italy:** To call the USA directly from a Florence phone dial:

00-1-area code-number.

**From USA:** To call a fixed phone (like SACI) directly from the USA: 011-39-055-289948.

To call an Italian cell phone directly from the USA: 011-39-3xxx xxx...

(City area codes are not needed when calling cell phones.)

#### Commonly used country codes:

Brazil	0055	Ireland	00353
England	0044	Mexico	0052
France	0033	Spain	0034
Germany	0049	Switzerland	0041
Greece	0030	USA	001

### Calling Cards

Phone companies in your native country, such as AT&T or MCI, often offer lower rates as incentives to use their calling cards.

#### Direct Service Numbers in Italy:

*Note: these numbers change frequently.*

AT&T	800 172 444
Sprint	800 172 405
MCI	800 905 825
Verizon	800 905 825
Bell Canada	800 172 213

Some students bring “international calling cards” with them from the States, but do not realize that these cards are for calls originating in America. Hence, once in Italy you cannot access the American “1-800” number. If you buy these cards, make sure they work for calls originating outside the US, or have an access number for such calls.

Many international calling cards are on sale at internet points, bars, or *Tabacchi* here in Italy. Before buying a card, make sure it works for the country you wish to call, and that it works from the type of phone which you use (fixed or cell). To operate these cards, you must first activate the phone with a coin. Next dial the access number written on the card (a different access number is often provided if calling from a cell phone). Then select your language and follow the prompts: enter the code found in the scratch-off area, then the number you wish to dial. Providing the lines are open, your call should go through.

Major credit cards can be used to place calls in special phones at airports and train stations.

## Cellular Phones

SACI encourages students to buy or rent cell phones as an easy and affordable way to keep in touch with friends and family both here in Florence and back at home. Students can often sell back or turn in their phones at the end of their stay, or

sell them to another student. Locations, rates, and offers change quickly; during Orientation, SACI distributes a list of vendors.

When buying or renting a phone, many students choose one with a pre-paid card (*tessera ricaricabile*). Every time you make a call, money will be deducted from the card until it is used up. You can then recharge it before your credit runs out by buying another pre-paid card from a bar or cell phone dealer. You can also set up a billing contract, and the store that sells or rents to you will explain its system and fees.

There are different kinds of providers you can go to: e.g., Fastweb, 3, Vodafone, TIM, and Wind. If you get the same phone network as your friends in Florence you will spend a lot less for calls. Although all phones should be able to make and receive international phone calls, you might want to double check with the vendor about your ability to communicate internationally before buying or renting the phone. If you already have a cell phone that works in Europe, you might consider just buying an Italian SIM card. However, before buying a SIM card, check with the vendor to see if your phone has a block on it.

It does not cost anything to receive calls on cell phones within Italy.

## Helpful Telephone Hints:

- Know the codes before you come. Ask specifically how to use your phone cards and write down all the access codes you will need before you get on the plane.
- American 1-800 numbers are NOT free from Italy (and will not work)! It

is suggested that you get a regular phone number for banks, credit card companies, etc. before you come.

- Remember: everything is different in a foreign country, including the dial tone. In Italy, the dial tone sounds like a tone pulse; the busy signal is faster than the American beeps.
- Telephone numbers in Italy can be of different lengths – there is no set number of digits.
- A few key words: **Aspettare** = Wait; **Sganciare** = Lift up the receiver; **Inserire** = Insert; **Ritirare** = Take back; **Riagganciare** = Hang up.
- A general policy: it is almost always cheaper to have your family and friends call you than for you to call them from Italy!

## FAXES, PHOTOCOPIES and ID PHOTOS

The SACI fax line (055 2776408) is reserved for school information or emergencies. It costs 1 euro per page to receive faxes on this line. However, there are many places in Florence where you can send a fax home.

### Copisteria X

Via San Gallo 72/r, fax number from the US: 011 39 055 215367.

This is the place where your parents or friends should send any faxes and where you can make photocopies. Your name and SACI's should be clearly marked so they can notify the school when your message arrives.

### Copisteria Universale

Via delgi Alfani 20/r, tel. 055 2477855, [www.copisteriauniversale.it](http://www.copisteriauniversale.it)

### New Fotorapida

Via Nazionale 77/R, tel. 055 280414.

You can get passport photos taken here.

### Lory

Piazza de Frescobaldi 8/r, tel. 055 213246,

Great resource for art supplies as well.

[www.lory.net](http://www.lory.net)

**Ostolani** – Piazza degli Ottaviani, 3r, tel.

055292122. Printing services, art and

office supplies. [www.cartoleriaostolani.com](http://www.cartoleriaostolani.com)

com

## EMAIL and INTERNET

There are computers available for email and internet research at SACI, but you may find it more convenient to open an account at one of the many internet shops in Florence located near home or school. Hours, offers, and deals change quickly. Have your SACI I.D. with you if you decide to sign up, since many offer student discounts. In addition, ask for the possibility of “buying” a certain number of hours, which reduces the cost even more.

The city of Florence provides 500MB of internet traffic per day in many of the public spaces (FiWiFi). The main hotspots offering Wi-Fi coverage in the city center include Piazza della Repubblica, Piazza del Duomo, Piazza della Signoria, Piazza San Giovanni, Piazza Santo Spirito, Piazza Santa Croce, Lungarno Archibusieri, Piazzale degli Uffizi, Loggia del Grano, Cascine Park, Tram (Line 1) and public libraries. See the web site:

<http://datigis.comune.fi.it/shp/wifi.pdf>

The following cafés offer free Wi-Fi internet access:

**Caffetteria delle Oblate** – Via Oriuolo 26  
Part of the Oblate Library. A terrific place to meet Italian university students, just down the block from SACI's Jules Maidoff Palazzo for the Visual Arts.  
[www.caffetteriadelleoblate.it](http://www.caffetteriadelleoblate.it)

**Le Murate – Caffé Letterario**  
Piazza delle Murate, [www.lemurate.it](http://www.lemurate.it)

**Todo Modo**  
Via dei Fossi 15/r, [www.todomodo.org](http://www.todomodo.org)

**Feltrinelli Red**  
Piazza della Repubblica 26, tel. 055 2937811, [www.lafeltrinelli.it](http://www.lafeltrinelli.it)  
This store is a bookstore and food market.

**La Cité Libreria**  
Borgo San Frediano 20/r  
[www.lacitelibreria.info](http://www.lacitelibreria.info)

**Brac**  
Via dei Vagellai 18/r (Santa Croce area)  
[www.libreria-brac.net/brac](http://www.libreria-brac.net/brac)

**Il Rifrullo**  
Via San Niccolò 55/r, [www.ilrifrullo.com](http://www.ilrifrullo.com)

## MAIL

### Post Offices

For information on sending packages, see the ***Mailing and Shipping*** section of this handbook and [www.posteitaliane.it](http://www.posteitaliane.it)

**Via Pellicceria 3.** This is the main branch (in Piazza Repubblica) and is the post office nearest to the school. Open Monday-Friday, 8:15am-7:00pm; Saturday 8:15am-12:30pm.

**Via Pietrapiana 53.** Near SACI's Jules Maidoff Palazzo for the Visual Arts. Open

Monday-Friday, 8:15am-7:00pm, Saturday, 8:15am-12:30pm.

**Via Alamanni 20/r.** Near SACI's main building, the Palazzo dei Cartelloni. Open Monday-Friday, 8:15am-7:00pm, Saturday, 8:15 am-12:30pm.

### Receiving Mail

Please arrange to have mail and packages sent to the general SACI address:

#### *Your name*

c/o SACI, Via Sant'Antonino 11  
50123 Firenze - Italy

Student mailboxes are upstairs in the Student Lounge.

### Receiving Packages

When packages, faxes and special deliveries are received, notices are posted on the notice boards.

SACI is happy to accept packages for you, but please be aware that additional shipping fees are often required by the Customs Office, especially for electronic or computer equipment. To avoid large fees and hassles:

- Make the "total value declared" a small sum or you will be required to pay huge custom duties upon receipt.
- Declare "used personal items" as a description of contents or the package could get stopped at customs for inspection and charges.
- Never ship food or prescription medicine or declare medication as contents – bring medicine with you as a carry-on item or the box will surely get stopped at customs.

## MONEY TRANSACTIONS

With advances in technology, it is easier than ever to do banking worldwide. You should be able to do most transactions easily while abroad, provided you inform your home bank that you will be overseas, and set up your account accordingly. Different banking options will be covered during Orientation, but you will NOT have to set up a bank account in Florence.

Before leaving, find out if your bank has a web site, or put your account online to keep close tabs on activity. It is also good to get a number for assistance from your bank that is not a "1-800" number since some 1-800 numbers cannot be called from overseas.

Remember to budget extra money for emergencies! A good way to budget is by arranging a monthly deposit into your ATM account.

### Getting Cash

The easiest way to get money while in Italy is to use your ATM or credit card to take out money from your home bank account. ATM machines (*Bancomat*) that have corresponding symbols (e.g., VISA, MasterCard, Cirrus, STAR, etc.) are everywhere in Europe. IMPORTANT: be sure to activate your credit cards and ATM cards for international use **before** you leave and check to make sure your PIN number will work in Italy. Ask your bank what the service fee is to withdraw money, and budget accordingly.

### Money Transfers

#### Western Union Venus

Piazza della Stazione SMN (shopping

center 14, Int. 19) open every day  
9:00am-10:00pm, tel. 055 2776250, www.westernunion.com

Additionally, all Mailboxes Etc. stores are branch offices for Western Union services. Through Western Union, anyone can send or receive money internationally. The sender brings the money to any Western Union agent, fills out a short form, pays the service fee and receives a receipt with a control number. The sender then informs the receiver of the transfer. The receiver goes to any Western Union agent, provides identification (knowing the control number will help), and immediately gets the full amount in cash. You may be asked the sender's name and the amount expected, and if you know ahead of time that you will be receiving a large amount of money, you may wish to notify the office where you plan to pick it up so it can be sure to have that quantity of cash on hand.

For further information, call the Italian toll free number 800 220055.

### Cash Exchange Machines

Foreign currency can be changed after bank hours at currency exchange machines and booths scattered around Florence. However, you will be charged a transaction fee.

### Changing Money

You can change money or cash traveler's checks at any one of the many change shops or banks in Florence. Rates will vary from bank to bank. Fees vary for this





## GETTING AROUND FLORENCE

Florence's picturesque network of streets may seem a little confusing at first, but the best way to get to know the city is to take some time and just explore. The Duomo, Florence's enormous cathedral roughly in the center of town, is a good building to orient yourself with. It's huge, easily recognizable, and everyone can tell you how to get there. Simply ask *Dov'è il Duomo?* and you're on your way.

One thing to keep in mind when trying to find a street address is that Florence has two numbering systems: black numbers for hotels and residences, and red numbers for businesses. The red numbers are denoted by an "r" following the number (e.g., 28/r). Also, street names can change after an intersection or curve.

Transportation info can be found on the city's web page: [www.comune.firenze.it](http://www.comune.firenze.it)

Don't forget your map!

### ON FOOT

Since Florence's center is dense and closely packed with fascinating things, you can easily get around on foot. In fact, you'll probably want to, since it's the best way to meet people, explore quaint little side-streets, and see the culture face-to-face. A good map is a useful idea at first. SACI provides students in SACI housing with one in the orientation packet.

You may also want to pop into a major bookstore to purchase a larger one. Open the map first to make sure you're getting everything you want – the best maps have a street index.

The one thing to remember about walking in Florence is to look for the pedestrian crosswalks (striped white lines on the street). Always watch out for traffic – the Italian style of driving is quite different from that in the States and many other countries. It is not unusual to find a motorist coming at you the wrong way on a one-way street! The sidewalks in Florence can be very narrow. Be careful, keep an eye out for the unexpected, and you'll be fine (a good general travel rule).

### BUS SERVICE (ATAF)

Florence's bus system spreads a huge network over the city, and buses run frequently. You can get to or near any location simply by using the bus. Especially useful are the small buses A, B, C, and D, which never leave the historical center of town, so you can use them to get just about anywhere you need, and you will never be carried too far from home!

Bus stops are marked by large orange signs (*FERMATA*) indicating which buses stop there. Some lines run only during the day, but night buses (indicated on the signs in black) often take over their routes. You may find yourself taking one number in the morning and another at night! Bus schedules are available at the ATAF Point at the bus company's main location inside Santa Maria Novella train station at the ticket window, open Monday-Saturday, 6:45am-8:00pm. Closed Sundays and holidays, tel. 055 5650642.

## Bus Tickets

To take the bus, you should buy a ticket at a **Tabacchi** shop, bar, ATAF Point at the train station, or newsstand **before** you get on the bus (tickets bought on the bus are more expensive!), and validate it in one of the validation boxes on the bus when you first get on.

You can even buy the ticket from the driver on the bus, but it is more expensive. ATAF also offers a service that enables you to purchase a bus ticket by simply sending an SMS from your cell phone if you have an Italian SIM card, but it costs slightly more. Send the word "ATAF" by SMS to 4880105 and you will receive a response with a receipt number to show the ticket inspector, which must be received before boarding the bus.

Standard tickets are valid for 90 minutes. Once stamped, these tickets give you 90 minutes to use as much of the bus system as you wish. Alternative ticket options and combinations are also available. These tickets are all available at the ATAF Point inside Santa Maria Novella train station.

Please do remember to buy and stamp your ticket! If one of the ATAF inspectors catches you riding the bus without one, you'll be required to pay a large fine. Not only that, but you give all foreigners a bad name. Remember, we are all guests in Italy!

For complete information (even in English!) on routes, strikes, etc., use the web site: [www.ataf.net](http://www.ataf.net)

## Bus Passes

It is very convenient to purchase a bus pass. If you want to obtain a pass that will enable you to ride buses at less expense

throughout your stay in Florence, bring your SACI I.D. passport, and one passport-size photo of yourself to the ATAF Point inside the Santa Maria Novella train station.

## Bus Hours

Since each bus has its own schedule, you can go to the ATAF Point inside the Santa Maria Novella train station and pick up printed schedules for your particular bus number. Schedules are free; you should also get holiday listings. Or use the timetables search at: [www.ataf.net](http://www.ataf.net)

## TRAM SERVICE

You can catch the tram, just outside Florence's Santa Maria Novella train station, and take the TramVia Line 1 to the Cascine Park and to other stops along the Arno as far as the Florence suburb of Scandicci. In the other direction, you can travel to Careggi Hospital. The tram leaves on each side of the Santa Maria Novella station every few minutes. The costs and tickets are the same as for Florence buses. As when riding the bus, don't forget to stamp your ticket once you're on board the tram. The tram service provides free Wi-Fi. For more information about Florence's tram, see: [www.gestramvia.com](http://www.gestramvia.com)

## BIKES

Having a bike is a great way to get around town. You'll have to get used to the traffic, and don't forget to buy a helmet and a strong lock (better yet, get 2 locks)! You can buy bikes new – try Ciclocity, Via Orsini 4/A, tel. 055 6800069, [www.ciclocity.it](http://www.ciclocity.it) or Florence by Bike, Via S. Zanobi 54/r, tel. 055 488992, [www.florencebybike.it](http://www.florencebybike.it).

Used bikes can be surprisingly hard to find and the bicycle black market is prevalent. Pick up a copy of *La Pulce* (a bi-weekly classified newspaper for sale at newspaper stands, [www.lapulce.it](http://www.lapulce.it)), or search online at [www.subito.it](http://www.subito.it) or [www.kijiji.it](http://www.kijiji.it), look for notices on bulletin boards around town, or ask in bike repair shops. Try Il Ciclista, Via Alfani 28/r and 33/r or Florence by Bike, Via S. Zanobi 54/r, tel. 055 488992, [www.florencebybike.it](http://www.florencebybike.it). Some shops will buy bikes back at the end of the term.

**Mobike** is an international bike sharing service available in Florence. To use the distinctive silver and orange bikes, you simply need to download the Mobike app, register with a credit card, and scan the QR code on the bike. With Mobike's proprietary smart-lock technology, scanning the QR code instantly unlocks the bike and allows the user to ride it away. The fee is around 1 euro per 30 minutes. To complete their ride, users need only park the bike at any authorized bike parking area near their destination and manually close the lock on the bike. [www.mobike.com](http://www.mobike.com)

Florence has another municipal bike rental service called *Mille e una bici* (A Thousand and One Bicycles). Using a bicycle to get around Florence is easy. The city has over 63 kilometers of bicycle paths and most of the city center is off-limits to cars (although there are a limited numbers of bicycle lanes in the historic center of Florence). You can rent a bicycle from one pick up point and turn it in at another. There are various rental options (depending on whether you are a city resident, whether you have

a bus pass, etc.), but the most common one is for tourists and non-residents and costs €2 an hour, €5 for 5 hours, or €10 for a day. Pick up points are at the Central train station, Piazza Santa Croce, and Piazza Ghiberti (near Sant'Ambrogio). March-October: Monday-Saturday 8am-6pm; November-February: Monday-Saturday 10am-5pm. For more information about bike paths and rental fees, you can download a pdf of the city's informative flyer: [www.en.comune.fi.it/administration/mobility/florence\\_by\\_bike.html](http://www.en.comune.fi.it/administration/mobility/florence_by_bike.html)

Bikes are also a great way to explore the area around Florence. As always, adhere to basic safety rules – follow traffic, wear a helmet, use illumination at night, pay attention, and you'll have an incredible outdoor experience (as well as keep in shape). Remember always to stick to the right hand side of the road.

There are several companies which offer bike tours of the countryside: I Bike Italy ([www.ibikeitaly.com](http://www.ibikeitaly.com)) or Florence by Bike ([www.florencebybike.it](http://www.florencebybike.it)), Via San Zanobi 54/r, tel. 055 488992.

## SCOOTERS & MOPEDS

Italians use *motorini* to zip quickly and cheaply all around Florence because they use only a small amount of gasoline. Used responsibly, a *motorino* can be efficient, convenient, and great fun. However, using a *motorino* involves more responsibility and complications than other forms of transportation in Florence and we don't suggest them as a practical daily mode of transportation.

## Renting Motorini

First thing to consider: do you know how to drive a scooter - and in foreign traffic? Do you want to use one here? Think about safety.

You will need a driver's license to rent a moped. Be aware that mopeds are not legal on highways so you will have to stick to the back roads. Rental rates are usually reasonable and are divided into half-hour, hour, full-day, and weekly (fuel not included).

### Alinari

Via San Zanobi 40/r, tel. 055 280500.  
Provides bicycles, motorbikes, and mountain bikes. [www.alinarirental.com](http://www.alinarirental.com)

### Multi Rent

Borgo Ognissanti, 133/r, tel. 055 212625.  
Provides bicycles, scooters, and cars.  
[www.multirentoscana.com](http://www.multirentoscana.com)

## TAXIS

Taxis can be quite expensive. However, they are also one of the only ways to get home if you're out past bus hours and far away. Going in groups is one way to cut the cost, but night time rates include an extra fee. Keep in mind that in most instances you can't just flag down a cab as you may be used to; you must go to a taxi stand (in front of the train station, in Piazza della Repubblica, Piazza San Marco, Porta

Romana, behind the Duomo, etc.), call for one or send an SMS to the taxi cell: 334 6622550.

Give the address where you need to be picked up and wait for the operator to give the name of the taxi which is coming to pick you up (e.g., "Parigi 23"). The operator will also tell you how long before the taxi arrives, which usually is within three to five minutes. (Remember, in Italy you don't have to tip the driver.) It is possible to reserve a taxi for the next day but you will need to give your cell number (it must be an Italian cell number), five minutes before arriving they call you and if you don't answer they won't come.

Women traveling alone in a taxi are entitled to a 10% discount between the hours of 9pm to 2am. There is also a discount of 15% for hospital destinations between the hours of 1pm-3pm and 7-9pm. Be sure that these discounts are applied when appropriate. More information about these and other services can be found at the following web site: [www.en.comune.fi.it/mobility/transport.html](http://www.en.comune.fi.it/mobility/transport.html)

### Taxi Numbers:

055 4798  
055 4242  
055 4390  
055 4490

## ART AND SCHOOL SUPPLIES

Florence is overflowing with art resources and art stores are everywhere! This short list is just to provide you with perennial SACI favorites. As your pre-departure notes warned you, some things will be

more expensive in Italian art stores than in the States; others will be cheaper. Ask your instructors if they know which ones give SACI discounts!

## Painting, Drawing, and Sculpture

**Lory** – Piazza Frescobaldi 8/r, tel. 055 213246. All you need for paints, oil colors, water colors, canvas, special paper, and graphic art. [www.lory.net](http://www.lory.net)

**Rigacci** – Via dei Servi 71/r, tel. 055 216206. Wide range of art supplies. [www.rigaccifirenze.it](http://www.rigaccifirenze.it)

**Salvini** – Via degli Alfani 111/r, tel. 055 219421. Has a little of most things, but is a small supplier. They are friendly, give student discounts, and are good for drafting supplies and paper. [www.salvinibellearti.it](http://www.salvinibellearti.it)

**Zecchi** – Via dello Studio 19/r, tel. 055 211470. Painting, drawing, sculpture, and design materials and more. The widest selection in town. They speak English and give a SACI discount. [www.zecchi.it](http://www.zecchi.it)

**Magna Charta** – Via San Gallo 105/r, tel. 055 483396. Paint, pencils, paper of all kinds. [www.magnachartaonline.com](http://www.magnachartaonline.com)

## Photography

**Fontani** – Viale Strozzi 18/r, tel. 055 470981. Basic photo supplies, camera repair, and cheap next-day film processing. [www.fotocamerfontani.com](http://www.fotocamerfontani.com)

**Bongi Fotografia** – Via Por S. Maria 82-84/r tel. 055 2398811, [www.otticabongi.it](http://www.otticabongi.it)

**Ottica Radoradar** – Via Sant'Antonino 6b/r, tel. 055 2398549. An eye-glass shop which does basic photo developing too. Right in front of the school.

## Printmaking and Lithography

**Magna Charta** – Via San Gallo 105/r, tel. 055 483396. Etching and lithography paper. [www.magnachartaonline.com](http://www.magnachartaonline.com)

**Rigacci** – Via dei Servi 71/r, tel. 055 216206. Etching and lithography paper. [www.rigaccifirenze.it](http://www.rigaccifirenze.it)

**Zecchi** – Via dello Studio 19/r, tel. 055 211470. Etching and lithography paper and more. The widest selection in town. They speak English and give a SACI discount. [www.zecchi.it](http://www.zecchi.it)

## Design

**Il Plastico** – Via San Gallo 127/r, tel. 055 4628940. Model-making supplies. [www.ilplastico.com](http://www.ilplastico.com)

**Lory** – Piazza Frescobaldi 8/r, tel. 055 213246. All you need for paints, oil colors, water color, canvas, special paper, and graphic art. [www.lory.net](http://www.lory.net)

**Magna Charta** – Via San Gallo 105/r, tel. 055 483396. Colored paper, foam board, art brushes, a wide assortment of colored pencils and markers, concentrated liquid water colors, design tools, pens, stationery, etc. [www.magnachartaonline.com](http://www.magnachartaonline.com)

**Marzotto** – Borgo degli Albizi 86/r, tel. 055 2340726. Various kinds of paper.

## Art Conservation

**CTS Europe** – Via L.Gordigiani 54 / A1-A2, tel. 055 3245014 (bus #17 from Santa Maria Novella Train Station), [www.ctseurope.com](http://www.ctseurope.com)

**Bizzarri** – Via della Condotta 32/r, tel. 055 211580, [www.bizzarri-fi.biz](http://www.bizzarri-fi.biz)

**Phase** – Via dello Sprone 6-8/r,  
tel. 055 289113, [www.phaseitalia.it](http://www.phaseitalia.it)

**Zecchi** – Via dello Studio 19/r,  
tel. 055 211470, [www.zecchi.it](http://www.zecchi.it)

## Fabric Arts: Batik, Serigraphy, and Weaving

**Bizzarri** – Via Condotta 32/r, tel. 055 211580. For rosin, damar in crystal form, pure acids, and aniline dyes.  
[www.bizzarri-fi.biz](http://www.bizzarri-fi.biz)

**Bacci** – Via dell'Ariente 32/r,  
tel. 055 216508. Dress fabrics, silk, wool, cotton, and linen. [www.baccitessuti.it](http://www.baccitessuti.it)

**Zest** – Via della Mattonaia 5,  
tel. 055 2478241. Wool, cotton, felt, colors for fabrics and ceramics.  
<http://zestinfo.wordpress.com/>

## Ceramics

**Argilla e Colori** – Via Borghini, 13/r, tel. 055 4089433 (Bus #1 from Santa Maria Novella Train Station). Ceramics tools, clay, glazes and colors.

## Italian Language Texts

**IBS Bookstore** – Via de' Cerretani 16/r, tel. 055 287339. [www.ibs.it](http://www.ibs.it)

**Paperback Exchange** – Via delle Oche 4/r,  
tel. 055 293460, fax 055 2658395. New and used language texts. [www.papex.it](http://www.papex.it)

## Hardware and Supply Stores

**Ferramenta Leoni** – Via Nazionale 94/r,  
tel. 055 294124. Basic hardware store for supplies, copying keys, etc.  
[www.ferramentafirenze.com](http://www.ferramentafirenze.com)

**Ferramenta Masini** – Via San Gallo 60/r,  
tel. 055 480827. Hardware galore, along with sandpaper, cheap brushes, tape, turpentine, solvents, acid, dry pigment, and inexpensive house paint to use as grounds, etc.

**Migliorini** – Via del Proconsolo 30/r,  
tel. 055 213748

**Ferramenta Ceseri** – Borgo La Croce 36/r,  
tel. 055 2343167. Basic hardware store near SACI's Jules Maidoff Palazzo.

**Segheria Fiorentina** – Viale Antonio Gramsci 13/r, tel. 055 2343875. One of the few places in the center to buy wood, also hardware, craft, and painting supplies.  
[www.segheriafiorentina.com](http://www.segheriafiorentina.com)

## Office and Stationery Supplies

**Cartoleria Guido Romeo** – Via della Condotta 43/r (near Piazza Signoria), tel. 055 210350. Office supplies, stationery, notebooks, portfolio cases, etc.  
[www.romeo1931.it](http://www.romeo1931.it)

**Nuove Poste** – Via Sant'Egidio 10-12/r,  
tel. 055 240696.

**Magna Charta** – Via San Gallo 105/r,  
tel. 055 483396. Basic stationery, notebooks, pens, rulers, etc.  
[www.magnachartaonline.com](http://www.magnachartaonline.com)

**Ostolani** – Piazza degli Ottaviani, 3r, tel. 055292122. Printing services, art and office supplies. [www.cartoleriaostolani.com](http://www.cartoleriaostolani.com)

**Scatolini** – Via dell'Anguillara 66/r,  
tel. 055 2398408.

## How to Be Artistic in Italian

Acid (nitric)	<i>Acido (nitrico)</i>	Marker	<i>Pennarello</i>
Bronze	<i>Bronzo</i>	Metal	<i>Metallo</i>
Brush	<i>Pennello</i>	Mold	<i>Forma</i>
Bubble Wrap	<i>Pluribol</i>	Oil	<i>Olio</i>
Burin	<i>Bulino</i>	Paint	<i>Color</i>
Burnisher	<i>Raschietto</i>	Painting	<i>Dipinto</i>
Camera	<i>Macchina fotografica</i>	Palette Knife	<i>Spatola da pittori</i>
Canvas	<i>Tela</i>	Palette	<i>Tavolozza da pittori</i>
Clay	<i>Creta</i>	Paper	<i>Carta</i>
Color Slide	<i>Diapositiva a colori</i>	Pen	<i>Penna</i>
Combined Scraper	<i>Bruitoio</i>	Pencil	<i>Matita, lapis</i>
Copper	<i>Rame</i>	Pencil Sharpener	<i>Tempera matite</i>
Cotton	<i>Cotone</i>	Plate	<i>Lastra</i>
Damar Varnish	<i>Vernice Dammara</i>	Portfolio	<i>Cartella</i>
Drawing	<i>Disegno</i>	Proofing Paper	<i>Carta da prova</i>
Drypoint	<i>Punte</i>	Remnant	<i>Scampolo</i>
Dye	<i>Tinta</i>	Rosin	<i>Pesce greca, Resina</i>
Easel	<i>Cavalletto</i>	Sandpaper	<i>Carta vetrata</i>
Eraser	<i>Gomma</i>	Sculpture	<i>Scultura</i>
Etcher's Varnish	<i>Vernice nera per incisione</i>	Sharpening Stone	<i>Pietra per affilare</i>
Etching	<i>Incisione</i>	Silk	<i>Seta</i>
Etching Needles	<i>Punte</i>	Smock	<i>Grembiule</i>
Etching Paper	<i>Carta per incisione</i>	Solvent	<i>Diluente al nitro</i>
Fabric	<i>Stoffa</i>		(a very strong universal solvent: use with caution, preferably in an aerated place)
Film	<i>Pellicola</i>	Stretcher	<i>Telaio</i>
Fountain Pen	<i>Penna Stilografica</i>	Tape (masking)	<i>Nastro da carrozziere</i>
Frame	<i>Cornice</i>	Tape (adhesive)	<i>Nastro adesivo</i>
Gesso	<i>Gesso</i>	Tarlatan	<i>Tarlatana</i>
Glue	<i>Colla</i>	Turpentine	<i>Trementina,</i> <i>Acquaragia</i>
Ink	<i>Inchiostro</i>	Wax	<i>Cera</i>
Knife	<i>Coltello</i>	Wood	<i>Legno</i>
Linen	<i>Lino</i>	Wool	<i>Lana</i>
Linseed Oil	<i>Olio di lino</i>	Zinc	<i>Zinco</i>
Magnifying Lens	<i>Lente d'ingrandimento</i>		

## Artist's Verbs

To Cut	<i>Tagliare</i>	To Glue	<i>Incollare</i>
To Develop	<i>Sviluppare</i>	To Paint	<i>Dipingere</i>
To Dilute	<i>Diluire</i>	To Photograph	<i>Fotografare</i>
To Draw	<i>Disegnare</i>	To Sew	<i>Cucire</i>
To Dye	<i>Tingere</i>	To Sculpt	<i>Sculpire</i>
To Etch	<i>Incidere</i>	To Write	<i>Scrivere</i>

You will probably want to do research, or you might crave some light reading while in Florence. The SACI library has a large range of materials available, books and DVDs. For more specialized research, you can take advantage of the wealth of Florentine libraries (a complete list with full details is available in the SACI library). Access to the Florence libraries is free. In a few cases (indicated in italics) you need a reference letter, which you can get from the SACI librarian.

A piece of curiosity: the first “public” library ever was the San Marco Library (1444), whose books are now housed in the Laurentian Library of the San Lorenzo church, designed by Michelangelo and Brunelleschi.

### Libraries

#### Biblioteca Nazionale

Piazza Cavallegeri 1 (on the Lungarno, near Piazza Santa Croce), tel. 055 249191, [www.bncf.firenze.sbn.it](http://www.bncf.firenze.sbn.it)

A copyright library since 1870, this is one of the five Italian national libraries, holding over five million books. Bring your passport with you the first time and at all times if you need to use pre-1900 materials. Check website for open hours. *For pre-1900 materials, a letter of reference is required.*

#### Oblate Library

Via Sant'Egidio 21 and Via dell'Oriuolo 26 (same library – two entrances)  
tel. 055 2616512,  
[www.biblioteche.comune.fi.it](http://www.biblioteche.comune.fi.it)  
Check website for open hours.

Just down the block from SACI's Jules Maidoff Palazzo for the Visual Arts. Lots of Italian university students use this library. The library contains a charming café and large study areas, and offers free Wi-Fi. In order to use the library's resources, you must register with your passport and a telephone number. If you do not have your own local cell phone number, you may use SACI's main telephone number: 055-289948. You may also register online: [http://fluxus.comune.fi.it:7777/pls/user/MENU\\_USER\\$.FrameUtenteNOIDE?W\\_USER=USER](http://fluxus.comune.fi.it:7777/pls/user/MENU_USER$.FrameUtenteNOIDE?W_USER=USER)

#### Art History Library

Via della Pergola 56, tel. 055 2756058, [www.sba.unifi.it](http://www.sba.unifi.it)

This is the Art History Library of the University of Florence. Check website for open hours.

#### Biblioteca dell'Istituto Nazionale di Studi sul Rinascimento

(National Institute for the Study of the Renaissance Library), Palazzo Strozzi, Piazza Strozzi 1 (second floor)  
tel. 055 287728, [www.iris.firenze.it](http://www.iris.firenze.it)  
Together with five other major Florence libraries, including the library of the Dutch Institute (see below), this famous library is part of the IRIS consortium of Florence libraries. Located on the “noble floor” of the magnificent Palazzo Strozzi, it specializes in the Renaissance. It houses a great number of books in English. Check website for open hours.

*Letter of reference required.*

#### Biblioteca del Gabinetto Vieusseux

Palazzo Strozzi, Piazza Strozzi 1 (ground



floor), tel. 055 288342, [www.vieusseux.it](http://www.vieusseux.it). Located in the same palazzo as the Renaissance Institute, the Vieusseux Library has a great collection of books as well as periodicals and newspapers. Check website for open hours.

### **Kunsthistorisches Institut**

Via Giuseppe Giusti 44, tel. 055 24911, [www.khi.fi.it](http://www.khi.fi.it)

A research library emphasising on Italian art, stocks specialist academic literature, from late antiquity to the present day. Compendia and reference works relating to affiliated disciplines such as history, literature, classical archaeology, theology, church history and philosophy also make up important parts of the collection. Check website for open hours. **Letter of reference required.**

### **Library of the Istituto Universitario Olandese** (“Dutch Institute”)

Viale Torricelli 5, tel. 055 221612, [www.niki-florence.org](http://www.niki-florence.org); [www.iris.firenze.it](http://www.iris.firenze.it). Specializes in European art history (not just Dutch!); it is located in a beautiful villa on a hill. It has a sculpture garden and hosts temporary exhibitions. Check website for open hours.

### **British Institute Library**

Lungarno Guicciardini 9, tel. 055 26778270, [www.britishinstitute.it](http://www.britishinstitute.it)  
Reading room overlooking the Arno! Excellent for literature and history. Check website for open hours.

Check-out privileges for members only (membership is relatively inexpensive and lasts a year). **Letter of reference required.**

### **Biblioteca ‘Ugo Procacci’ – Opificio delle Pietre Dure**

Via degli Alfani 78, tel. 055 2651342,

[www.opificiodellepietredure.it](http://www.opificiodellepietredure.it);  
[www.iris.firenze.it](http://www.iris.firenze.it)

This fine library specializes in restoration and conservation. It is therefore especially valuable to Painting Conservation students. Also open to the public are the *Archivio dei Restauri*, *Archivio Fotografico*, and *Archivio Storico*. **Only by appointment. Letter of reference required.**

### **Biblioteca Marucelliana**

Via Cavour 43, tel. 055 210602, [www.maru.firenze.sbn.it](http://www.maru.firenze.sbn.it)

Well worth a visit for its collection of books on art, literature, and opera – its reading room is beautiful and inspiring. Check website for open hours.

### **Biblioteca della Toscana Pietro Leopoldo**

Piazza dell'Unità Italiana 1, tel. 055 2387799, [www.consiglio.regione.toscana.it/biblioteca](http://www.consiglio.regione.toscana.it/biblioteca)

This library, just steps away from SACI's main building, specializes in topics related to the territory and history of Tuscany. Check website for open hours. **Letter of reference required.**

### **Library of North American History and Literature**

Via San Gallo 10, tel. 055 2757944, [www.sba.unifi.it](http://www.sba.unifi.it)

Part of the *Biblioteca Umanistica* of the University of Florence, it has a beautiful reading room, where you can access the 40,000 titles donated by the United States Information Service. Although it has no art books, it has a rich variety of English texts available, especially on Italian literature. Check website for open hours. **Letter of reference required.**

**CID (Centro di Informazione e Documentazione/Arti Visive)** Library of the Fondazione Luigi Pecci, Viale della Repubblica 277, Prato, tel. 0574 531842, [www.centropecci.it](http://www.centropecci.it)

A great center for contemporary art, this library hosts one of the most important periodical collections of contemporary art in Italy (and the largest one in Tuscany). Check website for open hours.

### **Museo Galileo Library**

Piazza dei Giudici 1, tel. 055 265311, [www.museogalileo.it](http://www.museogalileo.it)  
Collection of books on art and science. Check website for open hours. **Letter of reference required.**

### **Image Libraries**

#### **Alinary Photographic Archive**

Largo Fratelli Alinari 15, Tel. 055 23951, <http://corporate.alinari.it>

**Letter of reference and reservation are required.** It is an expensive archive: € 30 for the first hour + € 15 for every following hour + 22% IVA. Founded in 1852, Fratelli Alinari is the oldest firm in the world working in the field of photography, image and communication. 4.000.000 photographs are collected in the archives.

#### **Archive of the Gabinetto Fotografico**

Piazzale degli Uffizi, Tel. 055 2388758, website: [193.42.139.100/it/](http://193.42.139.100/it/)

**Letter of reference and reservation are required.** [ga-uff.fotografico@beniculturali.it](mailto:ga-uff.fotografico@beniculturali.it)

600,000 photographic negatives, the oldest on glass plate. Includes photographs of Florence taken during World War II and the flood of 1966.

#### **Fosco Maraini Photo Archive**

Palazzo Corsini Suarez, Via Maggio 42, tel.

055 288342, [www.vieusseux.it/archivio-contemporaneo/palazzo-corsini-acb.html](http://www.vieusseux.it/archivio-contemporaneo/palazzo-corsini-acb.html)

**Letter of reference and reservation are required.** More than 100,000 photos; 33,000 negatives; black and white films (most in 35mm and 6x6 format and medium format); 66,500 color slides; and 500 prints of various sizes. The images are the result of the author's studies and interests: Italy between 1920-30, mainly Florence, the mountain landscape of the Tuscan-Emilian Apennines and nature; expeditions to Tibet following the orientalist Giuseppe Tucci in 1937 and 1948; detailed documentation about Japan from the 1930s to the 1980s; Southern Italy between 1946-53; Alpine expeditions in Central Asia from 1958-59; and numerous trips throughout Asia and Europe.

#### **Fototeca**

Via Sant'Egidio 21, Ground Floor  
[www.museicivici-fiorentini.comune.fi.it/fototeca.htm](http://www.museicivici-fiorentini.comune.fi.it/fototeca.htm)

**Letter of reference and reservation are required:** [claudia.bardelloni@comune.fi.it](mailto:claudia.bardelloni@comune.fi.it), Fax 055 2625984.

Founded in the early 20th century, the photo library documents works of art and buildings in Florence, contains glass and film negatives, prints on paper, transparencies, and digital formats.

#### **Kunsthistorisches Institute Photothek**

Palazzo Grifoni Budini Gattai, Via dei Servi 51, tel. 055 216707, [www.khi.fi.it/Photo\\_library](http://www.khi.fi.it/Photo_library), [caraffa@khi.fi.it](mailto:caraffa@khi.fi.it)

**Letter of reference and reservation are required.**

Users can access the photo library with a valid user ID card of the Kunsthistorisches Institute. For over a century, the photo

library has been collecting more than 610,000 photographic reproductions predominantly of Italian art from late antiquity to the modern era.

### **Photo Library of the Museo di Storia Naturale – Università degli Studi di Firenze**

Via del Proconsolo 12

[www.msn.unifi.it/en/collezioni/antropologia-e-etnologia-2-2/archivio-fotografico/](http://www.msn.unifi.it/en/collezioni/antropologia-e-etnologia-2-2/archivio-fotografico/), [monica.zavattaro@unifi.it](mailto:monica.zavattaro@unifi.it)

***Letter of reference and reservation are required.***

The Anthropology Museum's photographic archive consists of about 35,000 photographs collected since 1869 from three historical periods: 19th century, 20th century, and modern/contemporary photography since the second half of the 20th century.

### **Photo Library Fondazione Roberto Longhi**

Via Benedetto Fortini 30, tel. 6580794, [www.fondazione-longhi.it](http://www.fondazione-longhi.it), [fototeca@fondazione-longhi.it](mailto:fototeca@fondazione-longhi.it)

***Letter of reference and reservation are required.***

70,000 photographs of works of art which belonged to Roberto Longhi. The photographs are divided in 133 folders, following Longhi's criteria, by Italian and European schools of painting and by period from the 13th to the 20th century. These photographs were collected between the last decade of the 19th century and 1970, the year Longhi died. Many have hand written notes on the back which supply information about the work of art they reproduce. Almost all of them are black and white photographs, with a few exceptions.

### **'Storici dell'Arte in fototeca' – Università degli Studi di Firenze**

Via Pergola, 56

[www.storarte.unifi.it/vp-134-fototeca.html](http://www.storarte.unifi.it/vp-134-fototeca.html), [sonia.chiodo@unifi.it](mailto:sonia.chiodo@unifi.it)

***Letter of reference and reservation are required.***

The photo library includes 25,000 photographs, slides, and digital works.

## **Bookstores**

In Florence there are bookstores for everyone in every language.

### **Paperback Exchange**

Via delle Oche 4/r, tel. 055 293460, fax 055 2658395, [www.papex.it](http://www.papex.it)

A haven for English-speaking foreigners who have made Florence their permanent home. You can exchange your used books for store credit or cash. Useful information bulletin board and good new book selection.

### **Fashion Room Bookstore**

Via il Prato 7/r, tel. 055 213270, [www.fashionroom.it](http://www.fashionroom.it)

A fashion, architecture and interior design bookstore.

### **IBS**

Via de' Cerretani 16r, tel. 055 287339, [www.ibs.it/librerie/negozio-firenze](http://www.ibs.it/librerie/negozio-firenze)

A large bookstore that also holds events and readings.

### **La Feltrinelli Libreria**

Via dei Cerretani 40r, tel. 055 2382652, and Piazza della Stazione (SMN), tel. 199.151.173, [www.lafeltrinelli.it](http://www.lafeltrinelli.it)

One of the largest bookstores in Florence, with a selection of the latest books printed in English.



We encourage you to visit as many of these collections as you can since most of these masterpieces can only be viewed in Florence. Although we can't fully describe all of the marvelous museums, we have listed the ones that are exceptional and definitely worth visiting. Exhibitions of art are held continuously in Florence, since it is one of the great art centers of the world. Look on the SACI bulletin boards, in local Italian newspapers, or in publications like *Firenze Spettacolo* or *The Florentine* for current information on exhibitions (weekly list of events in Florence: [www.theflr.net/](http://www.theflr.net/) weekly).

Also keep an eye out for special "culture weeks," when city and state museums are open for free! A word to the wise: museum hours can be confusing! Hours are often extended during high tourist season but can change for a variety of reasons (holidays, restoration, worker strikes, etc.). Use this list as a rough guide, but you might want to double check before you go, especially if you plan on going on a Monday.

Try the APT tourist information web site, [www.firenzeturismo.it](http://www.firenzeturismo.it), as well as: [www.polomuseale.firenze.it](http://www.polomuseale.firenze.it), [www.museiciviciorentini.comune.fi.it](http://www.museiciviciorentini.comune.fi.it), [www.polomusealetoscana.beniculturali.it](http://www.polomusealetoscana.beniculturali.it) These sites usually have English versions listing museum hours and ticket prices.

Remember that most ticket offices close one hour before museum closing time. It is a good idea to make reservations, especially in high tourist season when lines are long. For reservations, call 055

294883. See websites for open hours. *Many museums are closed on certain days of the week and some holidays.*

You can buy tickets online at: [www.b-ticket.com/b-ticket/uffizi/](http://www.b-ticket.com/b-ticket/uffizi/) and at [www.museiciviciorentini.comune.fi.it/](http://www.museiciviciorentini.comune.fi.it/)

### **Galleria dell' Accademia**

Via Ricasoli 60, tel. 055 2388609, [www.galleriaaccademiafirenze.beniculturali.it](http://www.galleriaaccademiafirenze.beniculturali.it)

Gallery of major works including Michelangelo's "David" and his powerful statues, the "Slaves."

### **Anthropology Museum**

Via del Proconsolo 12, tel. 055 2396449, <http://tinyurl.com/ozt24zj>  
Extraordinary collection of Nile basket weaving and Japanese art. A rich source of visual ideas from around the world.

**Archaeological Museum** - Piazza Santissima Annunziata 9b, tel. 055 23575, <http://www.polomusealetoscana.beniculturali.it/index.php?it/198/firenze-maf-museo-archeologico-nazionale>  
Houses a great collection of Etruscan, Egyptian, Greek, and Roman works. Don't miss this rich warehouse of the past.

### **Bardini Museum**

Via dei Renai 37, tel. 055 2342427, <http://museiciviciorentini.comune.fi.it>.  
A museum with varied antiquarian items created from 1500 years of a family's personal collection, reflecting its taste over the centuries.

### **Bargello Museum**

Via del Proconsolo 4, tel. 055 2388606,

[www.bargellomusei.beniculturali.it](http://www.bargellomusei.beniculturali.it)  
You'll recognize all the great sculpture you ever studied in a textbook, housed in what used to be a prison. Along with the sculptures of Giambologna, Donatello, Verrocchio, della Robbia, and Michelangelo, you will see the competing projects for the Baptistry doors.

### **Botanical Gardens**

Via Micheli 3, tel. 055 2756444,  
[www.ortobotanicoitalia.it/toscana/unifirenze/](http://www.ortobotanicoitalia.it/toscana/unifirenze/)  
Houses a small museum. Fine collection of citrus and other exotic plants, and a peaceful place to draw.

### **Brancacci Chapel**

Piazza del Carmine, tel. 055 2768224,  
[www.museivicifiorentini.comune.fi.it](http://www.museivicifiorentini.comune.fi.it).  
The place where Michel-angelo got his nose broken, this chapel houses the great Masaccio frescoes.

**Casa Buonarroti** - Via Ghibellina 70,  
tel. 055 241752, [www.casabuonarroti.it](http://www.casabuonarroti.it)  
Personal home of the Buonarroti family with some major Michelangelo works (and memorabilia) such as "Madonna of the Stairs." A shrine for any sculptor.

**Casa di Dante** - Via S. Margherita 1, tel. 055 219416, [www.museocasadidante.it](http://www.museocasadidante.it)  
This was supposedly Dante Alighieri's house.

### **The Duomo (Santa Maria del Fiore)**

Piazza del Duomo, tel. 055 2302885,  
[www.ilgrandemuseodelduomo.it](http://www.ilgrandemuseodelduomo.it)  
By purchasing the Great Museum of the Duomo card, you will have limitless and preferential access to all the monuments of the Piazza Duomo complex listed below (see *Museum Cards*, p. 17).

- The "Duomo" Cathedral
- Museum of the Crypt of Santa Reparata - Archaeological site under the Duomo. Shows Florence in layers going back to Roman times.
- The Baptistry - A major work of the Early Romanesque period situated opposite the Duomo. Famous for its Byzantine mosaics and Donatello's Papal tomb.
- Cupola of the Duomo - Tour Brunelleschi's structure and work rooms. This has been considered a miracle of architecture and engineering up to recent times. From the top you will have an excellent view of Florence, and will have gotten some good exercise (there's no elevator!). You can also have a closer look at the restored frescoes on the inside of the cupola: a real feast for the eyes!
- Giotto's Bell Tower - Incredible view and a great work of architecture.
- Museo dell'Opera del Duomo - Behind the Cathedral, Piazza del Duomo 9, tel. 055 2302885. Masterpieces by Donatello, Giotto, Michelangelo, and Ghiberti. Includes an exhibit on the architectural development of the Dome and facade.

**Casa Martelli Museum** - Via Zannetti 8,  
[www.bargellomusei.beniculturali.it](http://www.bargellomusei.beniculturali.it)  
Reservation required, phone: 055 216725.

### **Museum of Prehistory**

Via Sant'Egidio 21, tel. 055 295159,  
[www.museofiorentinopreistoria.it](http://www.museofiorentinopreistoria.it)  
A few steps from SACI's Jules Mardoff Palazzo for the Visual Arts.

**Fiesole Roman Amphitheatre and Archaeological Museum** - Via Portigiani 1,

Fiesole, tel. 055 5961293,  
[www.museidifiesole.it](http://www.museidifiesole.it)  
Take bus #7 from Piazza San Marco to the last stop in Fiesole.

**Horne Museum** - Via de' Benci 6,  
tel. 055 244661, [www.museohorne.it](http://www.museohorne.it)  
Private antiquarian collection.

**Jewish Synagogue and Museum** - Via Farini 4, tel. 055 2346654, <http://moked.it/jewishflorence/synagogue-and-museum/>  
Guided tours on the hour in English. Holds Jewish art and objects of the synagogue.

**Marino Marini Museum**  
Piazza San Pancrazio, tel. 055 219432, [www.museomarinomarini.it](http://www.museomarinomarini.it)  
This museum holds a permanent collection of this artist's works with changing exhibits. A good place to draw.

**Medici Chapels** - Piazza Madonna degli Aldobrandini, tel. 055 294883, [www.bargellomusei.beniculturali.it](http://www.bargellomusei.beniculturali.it)  
See the famed Medici tombs by Michelangelo.

**Museo Nazionale Alinari della Fotografia**  
- Piazza Santa Maria Novella 14a/r, tel. 055 216310, [www.mnaf.it](http://www.mnaf.it)  
Museum dedicated to the history and technique of photography. (Temporarily closed.)

**Museo del Novecento** - Piazza Santa Maria Novella, 10, tel. 055 28613, [www.museonovecento.it](http://www.museonovecento.it)  
A new museum housing a local collection of modern art from several known (mostly Italian) masters.

**Museo dell'Opificio delle Pietre Dure** - Via degli Alfani 78, tel. 055 265111,

[www.opificiodellepietredure.it](http://www.opificiodellepietredure.it)  
An excellent museum dedicated to the Florentine art of stone mosaic inlay.

**Ospedale degli Innocenti** - Piazza Santissima Annunziata 12, tel. 055 2037308, [www.istitutodeglinnocenti.it](http://www.istitutodeglinnocenti.it)  
Paintings by Ghirlandaio and other masters in one of the world's first orphanages.

**Palazzo Davanzati** - Museum of the Florentine House - Via Porta Rossa 13, tel. 055 23885, [www.bargellomusei.beniculturali.it](http://www.bargellomusei.beniculturali.it)  
Superb museum of a traditional Florentine palace. It gives a realistic idea of what life was like in the early Renaissance.

**Palazzo Medici Riccardi** - Via Cavour 3, tel. 055 2760340, [www.palazzo-medici.it](http://www.palazzo-medici.it)  
Medici Chapel fresco "Adoration of the Magi" by Benozzo Gozzoli.

**Palazzo Strozzi / Center for Contemporary Culture Strozziina** - Piazza Strozzi, tel. 055 2645155, [www.palazzostrozzi.org](http://www.palazzostrozzi.org); [www.strozzina.org](http://www.strozzina.org)  
The Palazzo Strozzi holds international exhibitions and collateral events of both historical art (upstairs in the palazzo) and contemporary art in the underground level at the CCC Strozziina. Creative cultural events provide platforms for experimentation and a place for debate and discussion as a catalyst for cultural change. During some exhibitions at the CCC Strozziina, Thursday night entrance is free.

**Palazzo Vecchio**  
Piazza Signoria, tel. 055 2768325, [www.museicivicifiorentini.comune.fi.it](http://www.museicivicifiorentini.comune.fi.it)

The remarkable Medici apartments and state rooms. Holds Donatello's original "Judith." Maps and paintings of old Florence.

**The Pecci Foundation: Museum of Contemporary Art of Prato** - Viale della Repubblica 277, Prato, tel. 0574 5317, [www.centropecci.it](http://www.centropecci.it)

Call to confirm open hours. 25 minutes outside of Florence in Prato by CAP bus (Visit the CAP office on Largo Fratelli Alinari 10, tel. 055 214637, for current schedule). Near Florence, this is the most important museum of contemporary art in Italy. The museum is dedicated to the study and collection of trends emerging in the international art scene. The huge complex, designed by the architect Italo Gambirini, regularly presents exhibits of recent Italian and international artists. It is also the site of multimedia events, films, concerts, and artistic performances. Its library is linked to an ever-growing database of international contemporary and modern art history and is open to SACI students.

**Palazzo Pitti Museums** - The Pitti Palace, Piazza Pitti, tel. 055 23885, [www.uffizi.it](http://www.uffizi.it)  
Apart from great art galleries and state apartments, this complex also features a modern art gallery, a museum of jewelry, a costume museum, the famous Palatine Gallery, and the peaceful Boboli Gardens.

- Palatine Gallery - Medici and Lorraine Grand Dukes collection of art which includes Raphael, Titian, Rubens – also note the splendid frames around the paintings.
- Modern Art Gallery - Artwork from the 1700's on.
- Costume Gallery - tel. 055 2288713. A beautiful collection of antique

clothing, including restored burial attire of the Medici.

- Museum of Treasures of the Grand Dukes - tel. 055 2388709. Jewelry and other treasures of the Medici Grand Dukes.
- Boboli Gardens - Hours are seasonal. An expansive and splendid garden with fountains, grottos, sculptures, a Tea House, and the Porcelain Museum.

**Primo Conti Museum** - Via Dupré 18, Fiesole, tel. 055 597095, [www.fondazioneprimoconti.org](http://www.fondazioneprimoconti.org)  
Futurist collection of this artist with archives of his personal documents. Take bus #7 from Piazza San Marco to the last stop in Fiesole.

**San Marco Museum** - Piazza San Marco, tel. 055 2388608, [www.polomusealetoscana.beniculturali.it](http://www.polomusealetoscana.beniculturali.it)  
See Fra Angelico's frescos and visit the monks' cells, including those of Cosimo di Medici and Savonarola.

**Santa Croce Opera di Santa Croce** - Piazza Santa Croce 16, tel. 055 2466105, [www.santacroceopera.it](http://www.santacroceopera.it)  
See the Cimabue crucifix and Brunelleschi's Pazzi Chapel.

**Santa Maria Novella Cloisters and Museum** - Piazza Santa Maria Novella, tel. 055 282187, [www.museicivici-fiorentini.comune.fi.it](http://www.museicivici-fiorentini.comune.fi.it)  
Includes Uccello's frescoes and the Spanish chapel.

**Museo Galileo** - Piazza dei Giudici 1, tel. 055 293493, [www.museogalileo.it](http://www.museogalileo.it)  
This fascinating collection includes Galileo's telescopes and the first robot!



**La Specola Zoological Museum**

Via Romana 17, tel. 055 2756444,  
[www2.msn.unifi.it/CMpro-l-s-11.html](http://www2.msn.unifi.it/CMpro-l-s-11.html)  
The museum holds a collection of anatomical wax figures of the human body dating back to the 18th century and an impressive collection of embalmed animals, making it the only natural history museum in town.

**Stibbert Museum** - Via Stibbert 26, tel.

055 475520, [www.museostibbert.it](http://www.museostibbert.it)  
This museum contains an eclectic collection of art, artifacts, and weapons from Europe, the Near East, and India. One of the key museums of armor in the world.

**Uffizi Gallery** - Piazzale degli Uffizi 6, tel. 055 05523885 (or call 055 294883 to book a reservation), [www.uffizi.it](http://www.uffizi.it)

One of the great picture galleries of the world, including works such as Botticelli's *Primavera* and *Birth of Venus*.

**Vasari Corridor** - Above the Ponte Vecchio, tel. 055 23885, [www.uffizi.it](http://www.uffizi.it)  
Reservation required, call 055 294883 well in advance!

**Cenacolo di Santo Spirito**

Piazza Santo Spirito 29, tel. 055 287043,  
[www.museiciviciorentini.comune.fi.it/](http://www.museiciviciorentini.comune.fi.it/)

**Botanical Gardens** - Giardino dei Semplici, Via Micheli 3, tel. 055 2756444,  
[www.ortobotanicoitalia.it/toscana/unifirenze](http://www.ortobotanicoitalia.it/toscana/unifirenze)  
Greenhouses and citrus trees.

**Museo Marino Marini** - Sculptures, Piazza San Pancrazio, tel. 055 219432,  
[www.museomarinomarini.it](http://www.museomarinomarini.it)

**Cenacolo di S. Apollonia** -

Via XXVII Aprile 1, tel. 055 238 8607,  
[www.polomusealetoscana.beniculturali.it](http://www.polomusealetoscana.beniculturali.it)  
Works of Andrea del Castagno.

**Boboli Gardens** - Behind Pitti Palace, [www.uffizi.it](http://www.uffizi.it)

**Forte di Belvedere** - Above Boboli gardens, Via S. Leonardo, tel. 055 217704,  
[www.museiciviciorentini.comune.fi.it](http://www.museiciviciorentini.comune.fi.it)  
Only open during special exhibitions. Undoubtedly one of the best views of Florence. A beautiful setting to lounge or check out the latest art exhibition. In the summer, there are sometimes live performances, an outdoor movie theater, and coffee bar.

## CHURCHES

Florence's many churches, from the small and humble to the elegant and inspiring, are all functional houses of worship. Churches are often closed to tourists during religious services; please be respectful of others. Opening days and times of access may vary depending on the religious celebrations held through the year. Check each website or call for open hours and mass times.

### **Santa Maria del Fiore (the Duomo)**

Tel. 055 2302885,  
[www.ilgrandemuseodelduomo.it](http://www.ilgrandemuseodelduomo.it)

### **Orsanmichele**

Via dell'Arte della Lana, tel. 055 2388606,  
[www.bargellomusei.beniculturali.it](http://www.bargellomusei.beniculturali.it)  
The church is on the ground floor and the museum is above.

**Santa Croce** (*entrance fee for tourist visits, not for mass*) Piazza Santa Croce,  
tel. 055 2466105, [www.santacroceopera.it](http://www.santacroceopera.it)

**San Lorenzo** (*entrance fee for tourist visits, not for mass*)

Piazza San Lorenzo, tel. 055 216634,  
[www.operamedicealorenziana.org/en](http://www.operamedicealorenziana.org/en)

**Santa Maria Novella** (*entrance fee for tourist visits, not for mass*) Piazza Santa Maria Novella, tel. 055 219257,  
[www.smn.it](http://www.smn.it)

### **Sant'Ambrogio**

Piazza Sant'Ambrogio, tel. 055 240104.

### **Santa Trinità**

Piazza Santa Trinità, tel. 055 216912.

### **San Miniato al Monte**

Via Monte alle Croci, tel. 055 2342731,  
[www.sanminiatoalmon.te.it](http://www.sanminiatoalmon.te.it)  
The monks sing evening vespers in the crypt.

### **Santissima Annunziata**

Piazza SS. Annunziata, tel. 055 266181,  
<http://annunziata.xoom.it/>

### **Santo Spirito**

Piazza S. Spirito, tel. 055 210030,  
[www.basilicasantospirito.it](http://www.basilicasantospirito.it)  
Closed Wednesday.

### **Oratorio Misericordia Piazza Duomo**

[www.misericordia.firenze.it](http://www.misericordia.firenze.it)

### **Oratorio di San Tommaso d'Aquino**

(Comunità di Sant'Egidio)  
Via della Pergola, 8, [www.santegidio.org](http://www.santegidio.org)

## Non-Catholic Churches and Houses of Worship

### **St. James Episcopal Church (the "American" church)**

Via B. Rucellai 9, tel. 055 294417,  
[office@stjames.it](mailto:office@stjames.it), [www.stjames.it](http://www.stjames.it)  
Main service in English on Sunday at 9:00am and 11:00am. This church also serves the community through student dinners on Wednesday evenings, AA meetings (see *Medical Information* section of this handbook), a thrift shop, food bank, Bible study, conversation exchange, and other community service events. Check out its bulletin board for jobs, apartments, and other helpful information.

**Church of England - Saint Mark's Church**

Via Maggio 16, tel. 055 294764,  
<http://stmarksitaly.com>  
 Services in English on Sunday at 9:30am,  
 10:30am.

**Comunità Ebraica****(the Jewish synagogue)**

Via L. Farini 4, tel. 055 2346654,  
[www.moked.it/jewishflorence](http://www.moked.it/jewishflorence)  
 Closed Saturday.

**Chiesa Ortodossa Russa****(Russian Orthodox)**

Via Leone X 8, tel. 055 471630,  
[www.chiesarussafirenze.org](http://www.chiesarussafirenze.org)

**Chiesa Cristiana Avventista****Evangelista Battista (Baptist)**

Borgo Ognissanti 4, tel. 055 210537,  
[www.firenzeevangelica.org](http://www.firenzeevangelica.org)

**Evangelica Luterana (Lutheran)**

Lungarno Torrigiani 11, tel. 055 2342775,  
[www.firenzeevangelica.org](http://www.firenzeevangelica.org)

**Evangelica Metodista (Methodist)**

Via dei Benci 9, tel. 055 288143,  
[www.firenzeevangelica.org](http://www.firenzeevangelica.org)

**Prima Chiesa del Cristo Scientista  
(Christian Scientist)**

Via dei Servi 38, tel. 055 211694.

**Testimoni di Geova (Jehovah's Witness)**

Borgo degli Albizi 26, tel. 055 2346843.

**Buddhist Center**

Soka Gakkai  
 Via di Beggagio 2/E, tel. 055 426971,  
[www.sgi-italia.org](http://www.sgi-italia.org)

## Italian Holidays

<b>1 January</b>	New Years Day	<i>Capodanno</i>
<b>6 January</b>	Epiphany	<i>Epifania</i>
<b>8 March</b>	Women's Day	<i>Festa della Donna</i>
<b>25 April</b>	Anniversary of Italian Liberation	<i>Anniversario della Liberazione</i>
<b>1 May</b>	Labor Day	<i>Festa dei Lavoratori</i>
<b>2 June</b>	Republic Day	<i>Festa della Repubblica</i>
<b>15 August</b>	Ferragosto/Assumption Day	<i>Ferragosto / Assunzione</i>
<b>1 November</b>	All Saints	<i>Ognissanti</i> or <i>Tutti i santi</i>
<b>8 December</b>	Immaculate Conception	<i>Immacolata Concezione</i>
<b>25 December</b>	Christmas Day	<i>Natale</i>
<b>26 December</b>	St Stephen's Day	<i>Santo Stefano</i>

Most shops, banks, and offices will be closed on the above dates (except March 8). In addition, local feast days are held in honor of town patron saints, usually without closure of shops and offices:

Turin/Genoa/Florence: 24 June (St John the Baptist)	Naples: 19 September (St Gennaro)
Milan: 7 December (St Ambrose)	Bari: 6 December (St Nichola)
Siena: 2 July & 16 August, Palio horserace	Palermo: 15 July (St Rosalia)
Venice: 25 April (St Mark)	Rome: 29 June (St Peter)
Bologna: 4 October (St Petronius)	

## MEASURING DIFFERENCES

In addition to the various cultural and linguistic differences you will encounter in Italy, you will find some basic differences in the way things are measured. We have provided the following conversion factors to help you calculate these differences.

### Temperature

In Europe the temperatures are measured in degrees Celsius (or Centigrade). Thus, when Florentines complain about 40° weather, they don't mean it's cold!

Knowing what the temperature is in Celsius can be useful for a variety of reasons...you'll be able to understand the weather forecasts, you'll be able to use an Italian thermometer, and you'll be able to set the temperature on your oven.

#### Fahrenheit to Celsius

Subtract 32 from the Fahrenheit figure, multiply by 5, then divide by 9 to get the Celsius figure.

#### Celsius to Fahrenheit

Multiply the Celsius figure by 9, divide by 5, then add 32 to get the Fahrenheit figure.

### Weight

In Italy you will discover that all things are weighed according to grams (*grammi*) and kilograms (*kilogrammi*).

Another unit of measure you should become familiar with is the **etto** (the shortened version of **ettogrammo**, or 100 grams). Usually, in grocery stores you can ask for **due etti di pane** (*prosciutto*, *formaggio*, etc.), which is just another way of asking for 200 grams.

#### Ounces to Grams

Multiply the ounce figure by 28.3 to get the number of grams.

#### Grams to Ounces

Multiply the gram figure by .0353 to get the number of ounces.

#### Pounds to Kilograms

Multiply the pound figure by 0.45 to get the number of kilograms. (A kilo is about 2 pounds.)

#### Kilograms to Pounds

Multiply the kilogram figure by 2.21 to get the number of pounds.

### Distance

All distances in Italy are measured according to the metric system (millimeters, centimeters, meters, and kilometers).

#### Inches to Centimeters

Multiply the inch figure by 2.54 to get the number of centimeters.

#### Centimeters to Inches

Multiply the centimeter figure by .39 to get the number of inches.

#### Miles to Kilometers

Multiply the mile figure by 1.61 to get the number of kilometers. (About 1.5 kilometers to the mile.)

#### Kilometers to Miles

Multiply the kilometer figure by .62 to get the number of miles.

### Quantity

#### Liters to Gallons

Multiply the liter figure by .22 to get the number of gallons.

## MARKETS AND SHOPPING

Italy is famous for a variety of goods, and Florence is a window-shopper's paradise: the center is full of elegant stores displaying fabulous merchandise. But if you want to get away from the consumer blare and find some authentic bargains, try one of Florence's open markets. Not only are they some of the best places to find good prices, but these are where the Italians come to shop.

Florence is famous for the production of leather goods (gloves, jackets, shoes, belts, and leather-bound books). You can find leather shops all around the city (especially around Santa Croce) and leather stalls in the San Lorenzo market where you may be able to bargain the price. Shop around for differences in quality and price.

### Markets

#### **Mercato delle Cascine**

Parco delle Cascine: Open Tuesdays only. From April–September, 7:00am–2:00pm and from September–April, 8:00am–2:00pm. Follow the Arno or take bus #17C or the Tram Line 1 from Santa Maria Novella Train Station to Cascine Park and get off at the stop Carlo Monni. The biggest open-air market in Florence, this enormous spread of little stands is where Florentines shop for everything from food and clothing to household goods.

#### **Mercatino delle Pulci**

Piazza Lorenzo Ghiberti. This antique/flea market is open Monday–Saturday.

#### **Mercato di San Lorenzo**

Open daily. Closed first Monday of every

month. Clothes, accessories, and leather goods on display for a mainly tourist crowd.

#### **Mercato Centrale**

Via dell'Ariento, [www.mercatocentrale.it](http://www.mercatocentrale.it)  
Ground Floor (market): Open Monday–Friday, 7:00am–2:00pm; Saturday, 9:00am–5:00pm (Saturday open only during the Winter); Closed Sunday. Upper level (food and beverages). Open daily 10:00am to midnight. It's worth visiting! See *Buying Food* section.

#### **Mercato di Piazza Santo Spirito**

Monday–Saturday, 8:00am–1:00pm. Features a small fresh fruit and vegetable market. On the second Sunday of the month, the piazza holds a flea market with an interesting mix of antiques and handmade crafts, running all day long. Every third Sunday, there is a farmer's market, "La Fierucolina."

#### **Mercato del Porcellino**

Logge del Mercato Nuovo. Open daily, all day, except Monday. Mostly cloth and leather goods, as well as lace and things made from woven straw (hence, it is also called the "Straw Market").

#### **Mercato di Sant'Ambrogio**

Piazza Ghiberti. Open daily until 2:00pm, except Sunday. Mainly food; some retail. Cheapest market in Florence, and the oldest! See *Buying Food* section.

### Other Markets in Tuscany

Most of the cities and towns in Tuscany have weekly markets in their central piazzas.

## Arezzo

On the first weekend of every month, the whole historic center of Arezzo is taken over by a sprawling antique market. The goods range from antique furniture, collectibles, books, jewelry, and more. This is Tuscany's largest antique market.

## Lucca

On the third weekend of every month, an antique market springs up in Piazza San Martino and the surrounding streets. A craft market sets up in Piazza San Giusto on the last weekend of the month.

## Pisa

On the second weekend of each month (with the exception of July and August), you will find an antique market in the piazza and streets near the Ponte di Mezzo.

## Siena

Every Wednesday a large market covers the whole area from Piazza La Lizza to the Fortezza. It is open from 8:00am-1:00pm, but the best deals are found early. Mostly clothes and household goods, you can find great bargains at this market.

## Houseware Stores

Need to buy toilet paper? Try your nearest **mesticheria**. These shops carry a wide array of household goods such as cleaning supplies, dish soap, toilet paper, etc.

### Il Civaiolo

Via Taddea 5/r, tel. 055 2398372.  
Household goods and barrels of beans!

### Tucci Mesticheria

Via dei Servi 76/r, tel. 055 2381600.  
Household supply store near SACI's Jules Maidoff Palazzo for the Visual Arts.

## Department Stores

If you're looking for household goods and sundries or just want to do your shopping all in one place, try one of Florence's department stores. There's one for every price range; there may also be other branches of these chains around suburban Florence, so check your phone books.

### Coin

Via dei Calzaiuoli, between Piazza del Duomo and Piazza della Signoria. Mid-range department store for practical shopping.

### Oviesse (OVS)

Via Nazionale 29 and Via Panzani 31, near the train station. A lower-end department store.

### Rinascence

Piazza della Repubblica, on the corner of Via degli Speziali. Florence's high-end department store with perfume and cosmetics, clothing, and housewares.

## Shopping Centers

### I Gigli

30 minutes outside Florence in Campi Bisenzio, [www.igigli.it](http://www.igigli.it). You can get there by CAP bus from the Florence train station. Visit the CAP office on Largo Fratelli Alinari 9, tel. 055 214637, for current schedule.

## Outlets

Together the outlets listed below have well over 100 boutiques. Many offer incredible bargains on all major fashion brands. Both outlets are approximately half an hour from Florence.



If you're ever in doubt that you're in a different culture, all you'll need to do is go shopping for food. It can be a social experience, a visual experience, and an adventure all wrapped up in one. It can also be quite a trip; you may wind up visiting at least three different shops on one shopping expedition – going to the **panificio** to buy fresh bread, the **latteria** for milk and cheese, and so on. If you live in the center of town, you'll probably wind up frequenting little corner shops where the owners will quickly learn your name and what you like to buy. Introduce yourself and smile, try to communicate, and they'll be happy to help you with anything you don't understand. One rule of thumb: don't touch the food – it's against the health law, and Italian vendors may get angry if you handle their merchandise. Some will let you, but ask first. You may want to do some comparative shopping at the beginning because prices can vary widely from store to store.

You'll really notice the difference between the food seasons in Italy, as the best foods available are those in season. This means that you probably won't find out-of-season watermelons like you could at home at any time, but you WILL find flavorful porcini mushrooms in fall, incredible blood oranges from Sicily (**tarocco**) in winter, the sweetest of strawberries in the spring, and wonderful white peaches in the summer! Open yourself to new culinary and shopping experiences!

### Markets

Without question, open-air markets

are some of the best places to get fresh vegetables, fruits, and cheeses, and you are supporting the local farmers too. Compare prices from stand to stand, and make friends with your favorite vendors so they'll pick you the freshest produce and give you recipe tips!

#### **Mercato Centrale**

[www.mercatocentrale.it](http://www.mercatocentrale.it)

Via dell'Ariento, in the center of the San Lorenzo leather market.

Ground Floor (market): Open Monday-Friday, 7:00am-2:00pm; Saturday, 9:00am-5:00pm (Saturday open only during the Winter); Closed Sunday.

Upper level (food and beverages):

Open daily 10:00am-12:00am.

Going to the enormous Central Market becomes a weekly expedition for many SACI students. While some people may not appreciate the ground floor's huge spread of raw meats, this is definitely the place to get the highest quality fresh foods at the lowest prices. Housed in an enormous two-story, Liberty-style art nouveau building, the lower floor is dedicated to meat, cheeses, dry goods, vegetables, and fruits (some excellent cheap lunch places) while the upper floor is devoted to food and beverages with cafés and restaurants. It's worth visiting!

#### **Mercato di Sant' Ambrogio**

Piazza Ghiberti. Open Monday-Saturday, 7:00am-2:00pm. Closed Sunday. Near Santa Croce church, this is Florence's oldest market, where you can find fresh fruit, vegetables, household goods, meat, fish, flowers, used clothing, etc. You can also find kosher meats inside at Bruno Falsetтини's macelleria.



## Supermarkets

Found throughout Florence, these are supermarkets in the American sense of the word with their packaged, frozen, or canned goods and legions of household supplies. Aisles are crowded, though, and lines can be long. You may want to buy an environmentally-correct, old-fashioned net or cloth bag to go shopping at these places because the plastic bags they provide cost extra.

**ESSELUNGA** (a little outside the city center but it's worth it)

Via Pisana 130 (take bus #12)

Via Masaccio 274 (take bus #17)

**CONAD** (open Sundays)

Largo Alinari 6-7 (near SMN train station)

Corso dei Tintori 20/r

Via dei Servi 56/r

Via Melarancio 7-9/r

Via Pietrapiana, 42/44

**CARREFOUR EXPRESS** (open Sundays)

Via de' Ginori 41/r

Borgo degli Albizi 57/r

Via Dante Alighieri 20/r

Via delle Ruote 42/r

Via E. Carducci 14/r (behind the synagogue)

## Specialty Stores

Here is a quick list of some of the places you can try for foods not ordinarily stocked at basic food stores or in the open markets:

### Eataly

Via de' Martelli 22, tel. 0153601,

[www.eataly.net/it\\_it/negozi/firenze](http://www.eataly.net/it_it/negozi/firenze)

A large food market dedicated to tasting and selling high-quality food. Quite expensive but worth visiting!

### Il Civaiolo

Via Taddea 5/r, tel. 055 2398372.

A macrobiotic food store, with dried foods galore. Beans, peas, and seeds jostle for room with household goods. Try their pre-mixed combination of legumes for a delicious bean soup.

### Pegna

Via dello Studio 8, tel. 055 282701,

[www.pegnafirenze.com](http://www.pegnafirenze.com)

Gourmet deli where you can find a variety of products, from cheddar cheese to Bisquick and Haagen-Dazs ice cream.

### Sugar Blues

Via dei Serragli 57/r, tel. 055 268378,

[www.sugarbluesfirenze.it](http://www.sugarbluesfirenze.it)

Here you can find natural foods and cosmetics gathered from all over the world.

### Dolce Vegan

Via San Gallo 92/r, tel. 055 0195437,

[www.dolcevegan.it](http://www.dolcevegan.it)

An organic and vegan restaurant with a food market section.

### Vivi Market

Via del Giglio 20/22/r, tel. 055 294911.

Its shelves are stocked with a wide selection of ethnic foods from all over the world, including American peanut butter, Jell-O, and brownie mix!

## Buying Bread

There is a huge selection of bread in most *panifici*. If you're looking for white bread, remember that most Tuscan bread is made without salt and is great with salty *prosciutto* or as toasted *crostini*. A salty favorite is *focaccia* or *schacciata*, a delicious olive-oiled and salted flat bread. Also try the *pane integrale* (whole wheat bread), which is usually salted and is deliciously crunchy.

Another kind of bread that is quite tasty is *pane pugliese* (which comes from Puglia, in southern Italy) – this large, soft, round bread is salted and can be found in most bakeries. You can also simply ask if the baker has *pane salato*, which means bread with salt added.

If you don't want the whole loaf, ask the baker for *un pezzo di pane* ("a piece of bread"), and he or she will usually be happy to cut the bread to the size you want.

### Buying Olive Oil

The high end, really good olive oil is Extra Virgin, which means that it comes from the first press of the olives. The second and third presses make Virgin olive oil and olive oil, respectively. Freshly pressed olive oil has a bite to it, and is a thick green color.

## Delicious Italian Specialties

*Bresaola* – Salt-cured beef.

*Fettunta or Bruschetta* – A toasted slice of Tuscan bread with garlic scraped onto the surface, coarse salt, and a generous adornment of Tuscan virgin olive oil.

*Mozzarella Fresca* – Made from either cow's milk or from buffalo milk (mozzarella di bufala).

*Prosciutto Crudo* – Salt-cured ham.

*Ribollita* – A soup made of dry bread, beans, and black cabbage. Ribollita means "re-boiled" and is made by slowly boiling the ingredients for two days.

*Schiacciata or Focaccia* – (Pronounced "skeeatchata.") A flat bread made with olive oil. It comes soft or crunchy and is sometimes topped or stuffed.

## Table Manners in Italian

Bottle Opener	<i>Apribottiglie</i>	Napkin	<i>Tovagliolo</i>
Bowl	<i>Scodella</i>	Oil & Vinegar Set	<i>Oliera</i>
Carving Board	<i>Tagliere</i>	Pasta Drainer	<i>Scolapasta</i>
Coffee Machine	<i>Caffettiera</i>	Salt & Pepper Set	<i>Saliera</i>
Cork	<i>Tappo</i>	Saucer	<i>Piattino</i>
Corkscrew	<i>Cavatappi</i>	Sieve	<i>Colino</i>
Dish	<i>Piatto</i>	Spoon	<i>Cucchiaino</i>
Espresso Cup	<i>Tazzina</i>	Sugar Bowl	<i>Zuccheriera</i>
Flask	<i>Fiasco</i>	Tablecloth	<i>Tovaglia</i>
Fork	<i>Forchetta</i>	Teacup	<i>Tazza</i>
Funnel	<i>Imbuto</i>	Teaspoon	<i>Cucchiaino</i>
Glass	<i>Bicchiere</i>	Toothpick	<i>Stecchino</i>
Knife	<i>Coltello</i>	Tray	<i>Vassoio</i>
Ladle	<i>Romaiolo</i>	Wooden Spoon	<i>Mestolo</i>

## How to Shop Around in Italian

<i>Alimentari</i>	Grocery (all foods)	<i>Pasta Fresca</i>	Fresh pasta
<i>Bar/Caffe'</i>	Bar (for drinks, coffee, nibbles)	<i>Pasticceria</i>	Pastry shop
<i>Birreria</i>	Pub (beer hall)	<i>Pescheria</i>	Fish shop
<i>Bottiglieria</i>	Wine and liquor store	<i>Pizzeria</i>	Pizza shop
<i>Enoteca</i>	Winery	<i>Pizzicheria</i>	Delicatessen
<i>Erboristeria</i>	Herb shop	<i>Polleria</i>	Poultry shop
<i>Focacceria</i>	Sells <i>schiacciate</i> (also called <i>focaccia</i> ), stuffed <i>schiacciate</i> , and pizza-to-go.	<i>Ristorante</i>	Restaurant
<i>Forno/Fornaio</i>	Bakery	<i>Rosticceria</i>	Sells true Italian fast food: heavy and rich pre-prepared dishes such as roast chicken, pork, and french fries as well as bread, salami, sausages, ham, pork products, and side dishes.
<i>Friggitoria</i>	Fried food shop selling fried polenta, <i>bomboloni</i> (doughnuts), <i>coccoli</i> , <i>roventini</i> , apple and rice fritters, and french fries.	<i>Salumeria</i>	Delicatessen
<i>Frutta e Verdura</i>	Greengrocer (also called <i>ortolano</i> or <i>fruttivendolo</i> )	<i>Cafeteria</i>	Self-service
<i>Gelateria</i>	Ice-creamery	<i>Spaghetteria</i>	Spaghetti house
<i>Latteria</i>	Dairy goods	<i>Tavola Calda</i>	A quick, less expensive restaurant
<i>Macelleria</i>	Butcher	<i>Torrefazione</i>	Coffee roastery
<i>Osteria</i>	Less expensive restaurant	<i>Trattoria</i>	A family-run, less expensive restaurant
<i>Panificio</i>	Bakery	<i>Tripperia</i>	Sells cooked or raw tripe, the delicious but weird-looking lining of a cow's stomach.
<i>Paninoteca</i>	Sandwich shop		

## Spice Up Your Life in Italian

Basil	<i>Basilico</i>	Oregano	<i>Origano</i>
Chili pepper	<i>Peperoncino</i>	Paprika	<i>Paprica</i>
Cinnamon	<i>Cannella</i>	Parsley	<i>Prezzemolo</i>
Curry	<i>Curry</i>	Pepper	<i>Pepe</i>
Garlic	<i>Aglio</i>	Rosemary	<i>Rosmarino</i>
Ginger	<i>Zenzero</i>	Sage	<i>Salvia</i>
Mint	<i>Menta</i>	Salt	<i>Sale</i>
Nutmeg	<i>Noce Moscata</i>	Thyme	<i>Timo</i>

Good food is one of life's greatest delights, and Florence makes it even more of a pleasure. Incredible regional Italian – and other – cuisine can be found in prices ranging from the inexpensive to the budget-bending; it all depends on your wallet and your sense of adventure. Don't be timid about exploring those little neighborhood **trattorie** – sometimes the best food is found in these little corner restaurants, and it's a great way to rub shoulders with Florentines. Often, restaurants will have a tourist menu, or a fixed-price, "**prezzo fisso**." This meal usually includes a first and second course. Drinks are extra.

A formal meal in Italy is a succession of courses: **antipasto** (appetizer): a smaller course that precedes the main course; **primo** (first course): either pasta, risotto, or soup; **secondo** (second course): meat, poultry, or fish accompanied by vegetable side dishes and/or cheese; **dolce** (dessert) baked goods or fruit.

At a restaurant you can decide to get all the courses or just what you want. At the family table, it is not common to eat all courses at every meal! **Cultural note:** in Italy, it is not a habit to order a **cappuccino** after a meal (only at breakfast time). It is more customary to order a simple **caffè (espresso)** after a meal.

Nowadays it is fashionable in Italy to get an **aperitivo** (snack and light drink) in some **caffès** before dinner. Some places offer a fairly adequate buffet, but this "happy hour" is not normally considered a dinner substitute.

One thing that differs between the American and Italian dining experience is that here you will not need to leave a tip. Your restaurant bill may include a cover-charge per person, or "**coperto**," which does not constitute a tip. However, you may also be charged a "**servizio**," or a service charge. This charge will be added wherever you are served, even in cafés, sandwich places, and bars – which means the price differs if you take a seat instead of standing at the bar. If charged the servizio, you do not need to tip, but if you really like the service, you're welcome to leave one. The general rule of thumb for tipping is just to round up. (They do not expect 15-20%.)

There are so many good places to eat in Florence that it would be impossible to list them all. Below are some places that have proved perennial favorites of students and staff alike.

### Pizza Delivery

**Pizza Okey** – Tel. 055 288 888

**Pizza Taxi** – Tel. 055 434 343

**Runner Pizza** – Tel. 055 333 333

### Restaurants

#### Osteria de' Benci

Borgo Santa Croce 31/r, tel. 055 2344923, [www.osteriadeibenci.it](http://www.osteriadeibenci.it)

Café and restaurant (pasta dishes and savory grilled meat).

#### Acqua al 2

Via della Vigna Vecchia 40/r, tel. 055 284170, [www.acquaal2.it](http://www.acquaal2.it). A very popular place specializing in an "**Asaggi di primi**" – a sampling of five different pastas. Reservations are suggested.

### Antico Noè

Volta San Piero 6/r (under the San Pierino arch), tel. 055 2340838,  
www.anticonoe.com  
Serves the closest thing to a stuffed sub sandwich.

### Il Franceseano

Largo Bargellini 16, tel. 055 241605,  
www.trattorialfrancescano.com  
There are three parts to Il Franceseano: the restaurant where you can get traditional **trattoria** fare (first, second course, and dessert), the pizzeria and the enoteca/wine bar which serves cheeses, **crostini**, and offal. Each offers gourmet vegetarian and meat-lover dishes.

### Beccofino

Piazza degli Scarlatti 1/r (Lungarno Guicciardini), tel. 055 290076,  
www.ilbeccofino.com  
Upscale. Italian food with a good eye for service and ambiance. The bar serves appetizers and simple first courses without the price the dining room would set you back. And the wine list is the same. A good place to go when the folks are in town.

### Borgo Antico

Piazza Santo Spirito 6/r, tel. 055 210437,  
www.borgoanticofirenze.com  
The menu includes excellent pizzas and salads, as well as huge plates of delicious pasta! Outdoor seating in the summer and its location make this a popular place!

### Caffè Guidi (in Teatro la Pergola)

Via della Pergola 12/32, tel. 055 2264336,  
www.fondazioneteatrodellapergola.com/  
servizi  
Hours: Tuesday-Sunday, 10:00am-late evening. This is a café but when there

are performances at the theater, a buffet is served, 7:00pm-9:00pm. In one of Florence's most elegant theaters, just around the corner from SACI's Jules Maidoff Palazzo for the Visual Arts.

### Canapone Club

Via Mazzetta 5/a, tel. 055 2381729.  
Near Santo Spirito. In addition to the lunch and dinner menus, they also serve an American brunch on Sundays from 12:00pm-3:00pm! Closed Tuesday.

### Cantina Barbagianni

Via Sant'Egidio 13/r, tel. 055 2480508,  
www.cantinabarbagianni.it  
Open for dinner only. A few steps away from SACI's Jules Maidoff Piazza for the Visual Arts.

### Casa del Vino

Via dell'Ariento 16/r, tel. 055 215609. The oldest wine bar in Florence. Tasty toasted sandwiches and **schiacciate**.

### A Casa Mia

Piazza Ghiberti, 5-6/r, tel. 055 2638223,  
Pizza Neapolitan. Delicious meals and affordable.

### La Casalinga

Via Michelozzi 9/r, tel. 055 218624,  
www.trattorialacasalinga.it  
Classic Tuscan mom-&-pop **trattoria**.

### Cibrèò

Via dei Macci 118/r, tel. 055 2341100,  
www.cibreo.com  
Upscale. This four-part establishment has the reputation of being one of the best places in town. If someone else is paying, try the restaurant, it is expensive. Otherwise, the **trattoria** (122/r) serves the same first courses. For an **aperitivo**

while you wait for a table, the café bar is on the corner. Opposite the restaurant is the theater Teatro del Sale for food and performances (breakfast, brunch and dinner).

### **Coquinarius**

Via delle Oche 11/r, tel. 055 2302153,  
www.coquinarius.it

A cozy restaurant tucked next to the Duomo that serves good salads and wine. Ask about the brunches, try the hot chocolate, and don't forget dessert!

### **Fuori Porta**

Via Monte alle Croci 10/r, tel. 055  
2342483, www.fuoriporta.it

Just outside Porta San Niccolò. Great atmosphere. Scrumptuous pasta dishes, **crostoni**, and wines.

### **Il Latini**

Via Palchetti 6/r, tel. 055 210916,  
www.illatini.com

Perhaps one of the best-known places in Florence, Latini's Tuscan food is definitely something to write home about. And the experience – they just keep bringing food! Be prepared to wait: they don't accept reservations, and there is usually a long line outside the door. Closed Monday.

### **Le Murate - Caffè Letterario**

Piazza delle Murate, tel. 055 2346872  
www.lemurate.it

Situated in the old jail complex, now a nice mixed-use residential area.

### **Lungarno 23**

Lungarno Torrigiani 23, tel. 055 2345957,  
www.lungarno23.it

The best hamburgers in Florence.

### **Mamma Gina**

Borgo San Jacopo 37/r, tel. 055 2396009,

www.mammagina.it

A little on the expensive side, but nonetheless very quaint and very delicious. Awarded the best **ribollita** (traditional bread and vegetable soup) in town, which is no small compliment.

### **Mario's**

Via Rosina 2/r (in the Piazza del Mercato Centrale), tel. 055 218550,  
www.trattoria-mario.com

Rub shoulders with crowds of hungry locals who come here to take in some of the best inexpensive sit-down meals in town. The menu changes daily. Open for lunch only.

### **Osteria Pepò**

Via Rosina 4-6/r, tel. 055 283259,  
www.pepo.it

Traditional Tuscan cuisine, including a good selection of vegetarian dishes.

### **The Oil Shoppe**

Via Sant'Egidio, 22/r. Down the block from SACI's Jules Maidoff Palazzo for the Visual Arts. Delicious and inexpensive sandwiches, **focaccia**, and subs.

### **Il Pizzaiuolo**

Via de' Macci 113/r, tel. 055 241171,  
www.ilpizzaiuolo.it

Excellent, thick-crust Neapolitan pizza makes this a very popular place. (Try the pizza with **friarelli** and **salsiccia**!) There's usually a crowd, so try to reserve!

### **Pizzeria Spera**

Via della Cernaia 9/r, tel. 055 495286,  
www.pizzeriaspera.it

This small pizzeria offers what some say is the best pizza in all of Tuscany – maybe because it's made by a Neapolitan!

### **Quattro Leoni**

Via Vellutini 1/r, tel. 055 218562,  
www.4leoni.it  
Medium-priced Tuscan food in a tucked  
away corner of the Oltrarno.

### **Snack Bar Anna**

Via de' Ginori 26/r, tel. 055 213623. The  
friendly proprietors can whip up almost  
any sandwich you wish. The vegetarian  
sandwich is highly recommended, and the  
bagels are always popular.

### **Trattoria Palle d' Oro**

Via S. Antonio 43-45/r, tel. 055 288383,  
www.trattoriapalldorofirenze.com  
A traditional Florentine *trattoria* where  
you will find classic Tuscan dishes on the  
menu. Very popular for the cheap pasta  
you can eat at the stand-up bar at lunch.

### **Zà-Zà**

Piazza del Mercato Centrale 26/r  
(near Mario's), tel. 055 215411,  
www.trattoriazaza.it  
The food is just as good as Mario's but just  
a tad more expensive at this family-run  
*trattoria*. Open for both lunch and dinner.  
Good big salads.

## **Vegetarian/Vegan Restaurants**

### **Il Vegetariano** (vegetarian and vegan)

Via delle Ruote 30/r, tel. 055 475030  
www.il-vegetariano.it  
Florence's historic vegetarian restaurant.

### **Brac Library** (vegetarian and vegan)

Via dei Vagellai 18, tel. 055 0944877  
www.libreria-brac.net

### **Carduccio** (veg, vegan, organic, non-veg)

Sdrucchiolo de' Pitti 10/R, tel. 055 2382070  
www.carduccio.com

### **5&Cinque Ristorante** (vegetarian, organic)

Piazza della Passera 1, tel. 055 2741583  
www.5ecinque.it

### **Cuculia** (vegetarian and non-veg)

Via dei Serragli 3/R, tel. 055 2776205

### **Il Desco Bistrot** (organic, veg, and celiac)

Via Cavour 27, tel. 055 288330  
www.ildescofirenze.it

### **Dolce Vegan** (vegan and organic)

Via San Gallo 92/r, tel. 055 0195437  
www.dolcevegan.it

### **Ruths** (kosher, vegetarian, vegan, non-veg)

Via Farini 2/a, tel. 055 2480888,  
www.kosheruth.com

### **Quinoa** (Gluten Free, vegetarian, non-veg)

Vicolo di Santa Maria Maggiore 1, tel. 055  
290876. <http://ristorantequinoa.it>  
Near SACI's main building, tucked away in  
a quite courtyard.

### **Vegelicious** (vegetarian, vegan fast food)

Via Dei pucci 15/r, tel. 055 0881990  
www.vegelicious.it

### **Universo Vegano** (vegan chain)

Via Pietrapiana 47/r, tel. 055 2341108  
www.universovegano.it/negozi/negozio-  
firenze/

## **Ethnic Restaurants**

Not in the mood for Italian food tonight?  
In the area of San Lorenzo near SACI's  
main building, you can find numerous  
fast food kebab and asian places to eat.  
Here's a list of good restaurants that we  
recommend:

### **Pak-Halal Kebab**

Piazza del Mercato Centrale 6/r.

Called by many “the Indian place,” this stand-up sandwich shop offers some of the best falafels, kebabs, and Indian food in Florence. It’s cheap, delicious, and good for you.

### **Ristorante Greco Dionisio**

Via S. Gallo 16/r, tel. 055 217882. Greek specialties.

### **India**

Via Gramsci 43/a Fiesole, tel. 055 599900, [www.ristoranteindia.it](http://www.ristoranteindia.it)

Great Indian food and good prices. The first Indian restaurant in the area, and a hit ever since it started. A bit far, but good. (Take the #7 bus from Piazza San Marco to go up to Fiesole.) Reservations are recommended.

### **Iyo Iyo**

Borgo Pinti 25r, tel. 3387653069. Small menu, fresh sushi to order.

### **Kome**

Via dei Benci 41/r, tel. 055 2008009, [www.komefirenze.it](http://www.komefirenze.it)  
Delicious Japanese cuisine.

### **Momoyama**

Borgo S. Frediano 10/r, tel. 055 291840, [www.ristorantemomoyama.it](http://www.ristorantemomoyama.it)  
Japanese sushi and noodle bar. A pretty penny though.

### **Sushi Aurora**

Via Ghibellina, 61/r, tel. 055 2466892, [www.sushifirenze.it](http://www.sushifirenze.it)  
Japanese sushi bar, take away and delivery.

### **Sushi Nami**

Via Matteo Palmieri 9/r, tel. 055 2466692, [www.sushinami.it](http://www.sushinami.it)

Japanese restaurant that also has take out and delivers.

### **Peking Chinese Restaurant**

Via Melarancio 21/r, tel. 055 219828. Near the school and not bad. Like most anywhere, cheap and good.

### **Ruth’s**

Via Farini 2/a, tel. 055 2480888, [www.kosheruth.com](http://www.kosheruth.com)  
Next to the synagogue. Traditional Jewish cooking and vegetarian food, all kosher, of course.

### **Salamanca**

Via Ghibellina 80/r, tel. 055 2345452, [www.salamanca.it](http://www.salamanca.it)  
A Spanish restaurant and bar that on certain nights turns into a Latin disco.

### **Tijuana**

Via Ghibellina 156-8/r, tel. 055 2341330, Via il Prato 57-59/r, tel. 055 2341330, [www.ristorantetijuana.it](http://www.ristorantetijuana.it)  
Mexican cuisine.

## **And for dessert...**

Florence probably has as many good **gelato** (ice cream) places as it does good pizzerias – in other words: a lot (not to mention the incredible array of bakeries across town!). To make sure you’re getting the genuine item, look for a sign saying “**Produzione Propria**” in the establishment’s window. That means they make their own goods on the premises, instead of dishing up a pre-made commercial product. Most restaurants will have fresh desserts available for consumption – such as delicious creamy **tiramisu** or custardy **torta della nonna** – but there are also plenty of places to go just for dessert. The few listed here are just the beginning.



### **Grom**

Via del Campanile corner Via delle Oche, near the Duomo, tel. 055 216158, [www.grom.it](http://www.grom.it)  
Homemade **gelato** production.

### **Gelateria Carabé**

Via Ricasoli 60/r, tel. 055 289476, [www.parcocarabe.it](http://www.parcocarabe.it)  
Near the Accademia, you will find this small gelateria run by a nice Sicilian couple. Their **gelato** and **granite** are among the best in Florence!

### **Hemingway**

Piazza Piattellina 9/r (just after Piazza del Carmine), tel. 055 284781. A café that serves the thickest hot chocolate imaginable on a dreary winter's day – ask for a chocolate spoon. This spot is popular after dinner for its designer chocolates and special coffees. They also serve English and Irish cheeses, and do brunch on Sundays.

### **Mama's Bakery**

Via della Chiesa 34/r, tel. 055 219214, [www.mamasbakery.it](http://www.mamasbakery.it)  
On the other side of the Arno. An American bakery with brownies, muffins, cheese cake, and apple pies just like home. Plenty of space to sit and enjoy your **dolce**!

### **Patrizio Cosi**

Borgo degli Albizi 15/r, tel. 055 2480367, [www.pasticceriacosifirenze.it](http://www.pasticceriacosifirenze.it)  
**Cappuccino** and pastries that melt in your mouth – very popular with the locals. Try their **brioche** with chocolate nutella... mmm.

### **Perché No? Gelateria**

Via dei Tavolini 19/r, tel. 055 2398969, [www.percheno.firenze.it](http://www.percheno.firenze.it)

This is Florence's oldest **gelateria**, and is also a strong contender for best **gelato** prize!

### **Robiglio**

Via dei Servi 112/r (near Piazza Santissima Annunziata), tel. 055 214501, Yet another sweet-shop where you can't go wrong. Pastries and candies are made on site since 1928!

### **Scudieri**

Piazza del Duomo 19/r (opposite the Baptistry), tel. 055 210733, [www.scudieri.eu](http://www.scudieri.eu)  
Another good place for choice pastries and sweets. With fresh baking on the premises, the place smells of butter, cream, and chocolate!

### **Sugar and Spice Bakery**

Via dei Servi 43/r, tel. 055 290263; Borgo la Croce 15/r, tel. 055 499503, [www.sugar-spice.it](http://www.sugar-spice.it)  
Two venues, both with an assortment of scrumptious baked goods.

### **Venchi**

Via Val di Lamona 18, tel. 055 288505, Via dei Calzaiuoli 65/r, tel. 055 264339 [www.venchi.com](http://www.venchi.com)  
High quality chocolates and gelato.

### **Vestri Cioccolato d'Autore**

Borgo degli Albizi 11/r, tel. 055 2340374, [www.vestri.it](http://www.vestri.it)  
Best chocolate shop in Florence. Also serves hot chocolate and ice cream. Near SACI's Jules Maidoff Palazzo for the Visual Arts.

### **Vivoli**

Via Isola delle Stinche 7/r (by Piazza Santa Croce, in front of Piazza San Simone), tel.



## At the Coffee Bar

**caffè (espresso)** – a small cup of very strong coffee

**caffè Americano** – American-style coffee, but stronger; **espresso** plus hot water, served in a large cup

**caffè corretto** – coffee "corrected" with a shot of **grappa** or cognac

**caffè doppio** – double **espresso**

**caffè d'orzo** – **Espresso** made from barley, no caffeine. It can be ordered as a single, **doppio** (double), or **macchiato** like a normal **caffè**.

**caffè freddo** – iced coffee

**caffè decaffinato** – decaffeinated

**caffè latte** – hot milk and coffee, served in a glass for breakfast

**caffè lungo** – **espresso** with more water resulting in a "longer" coffee. Less strong than **espresso**.

**caffè macchiato** – **espresso** "stained" with a drop of steamed milk

**caffè marocchino** – **espresso** with a dash of hot milk and cacao powder

**caffè stretto** or **ristretto** – **espresso** with less water; super strong!

**cappuccino** – **espresso** infused with steamed milk and drunk in the morning, but never after lunch or dinner

**granita di caffè con panna** – frozen, iced beverage with whipped cream

### Caffeine-free drinks:

**latte** – glass of (usually) hot milk

**cioccolato caldo** – hot chocolate. Be sure to try this pudding-like treat in the colder season.

**te'** – black tea. Note: It is not looked upon favorably to order hot water and make tea with your own bags.

**tisana** – herbal tea selection with no caffeine. Camomille is popular.

### Sweetening your beverage:

**zucchero** – plain white, refined sugar

**zucchero di canna** – unrefined, cane sugar

**Dietor** – sweetener made with saccharin (similar to Sweet 'n' Low)

**miele** – honey

**cacao** – unsweetened cacao powder, many bartenders will ask if you want **cacao** on top of your **cappuccino**. Some will leave a little shaker on the counter for self-service.

Nightlife in Florence offers dozens of options. You can attend movies in English or Italian, take in a play, or relax with your pals. **Firenze Spettacolo** (an Italian-language magazine) lists all of the events in Tuscany and can be bought at any newsstand, or visit <http://en.comune.fi.it/>. **The Florentine** (an English-language newspaper), which lists most events in Florence, is free and can be found in both the SACI library and student lounge (see the weekly list of events in Florence: [www.theflr.net/weekly](http://www.theflr.net/weekly)).

Florence is a university town, and the students flock to discos and pubs at night. Some of these are places where Italians go to meet with foreigners, but others are the real item: places where Italians go just to have a good time. Whenever possible, try to visit the Italian spots and learn as much as possible about the culture you are in. You may have to explore to find a place where you feel comfortable, but after a while you'll know where your kind of fun can be found.

Florence is like everywhere else: the "in" spots change almost from week to week. The places below, recommended by previous students, are good places to try. Ask your Italian friends or conversation partners where the current hot spots are for the latest update. The following list gives some indications.

### Discos and Clubs

Discos, especially the more popular ones around town, may charge a high entrance fee. A good way to avoid the price – and try new places – is to keep an eye out for

the free entrance fliers scattered around town. Many places let those with student I.D.s in free.

Advice to help you maneuver the scene: many clubs, such as the Jazz Club or the Teatro del Sale, are exactly that – social clubs that you have to join as a member to frequent. This means that the first time you go, you get a membership card that entitles you to enter and, often, a free first drink. Almost always, consumption in dance clubs is obligatory – you can't just go to hang out. If you are given a card upon entering, they will stamp it once you buy a drink. If you don't buy anything, you still will have to pay before leaving. And do not lose this punch card or you will have to pay full value. Be sensible when you go to a disco and don't take any risks.

### Meeting Place for University Students

#### Palazzo Giovane

Vicolo di Santa Maria Maggiore 1,  
tel. 055 2381240,

<http://portalegiovani.comune.fi.it/>

Students have the opportunity to mix with other students from Italy and elsewhere by making use of the Palazzo Giovane, a meeting point/study area/café for university students. Here is where you can get a **Carta Giò** card, the city's new student card. It gives students an array of discounts throughout the city. For a complete list of stores, theaters, etc. that give student discounts, see [http://portalegiovani.comune.fi.it/cartagiovani/convenzioni\\_public\\_list.php](http://portalegiovani.comune.fi.it/cartagiovani/convenzioni_public_list.php)

On the premises, there is an office run by the City Hall called **Informagiovani**, which

keeps students up-to-date on the latest happenings and opportunities in Florence. At Palazzo Giovane there is also ZAP (Protected Aromatic Zone), a green space in Florence, [www.zap.fi.it](http://www.zap.fi.it)  
Open: Monday-Saturday, 8:30pm-10:00pm. Closed Sunday. An urban cultural garden with coffee bar, info point for students with study and job resources, and free Wi-Fi.

## Movies in English

Foreign films released in Italy are almost always dubbed, which makes it intriguing to go to a film and see your favorite actors speaking in a foreign tongue. However, if you want to hear Johnny Depp speaking in his usual tones, try the “original-sound” theaters below. Current listings are usually posted on the SACI bulletin boards and in *The Florentine*. See the weekly list of events in Florence: [www.theflr.net/weekly](http://www.theflr.net/weekly)

### Odeon Cinema

Via Sassetti 1 (Piazza Strozzi), tel. 055 214068, [www.odeonfirenze.com](http://www.odeonfirenze.com)  
This beautiful cinema collaborates with Mediateca Regionale Toscana to screen films from many different cultures. It shows movies in the original language on Monday, Tuesday, and Thursday nights and some weekends. The reduced price for SACI students is 6 euros from Monday to Friday. Sometimes in the Italian newspapers you can find discount coupons, and movie passes are available.

### British Institute

Lungarno Guicciardini 9, tel. 055 26778270. [www.britishinstitute.it](http://www.britishinstitute.it)  
Movies on video cassette in English on Wednesdays at 8:00pm. There are also conferences, lectures, and concerts on Wednesdays at 6:00pm.

### Spazio Alfieri

Via dell'Ulivo 6, tel. 055 53 20 840, [www.spazioalfieri.it](http://www.spazioalfieri.it)  
Alfieri space is a creative space in Florence: cinema, theater, music, gastronomy, design, visual arts. There is also a café and a bistro. Space Alfieri shows movies in the original language.

## Concerts, Plays, Musical Events

Florence is full of live events, so keep your eyes open for listings on the SACI notice boards. For example, free classical concerts are held during the school year at the Conservatorio Luigi Cherubini in Piazza delle Belle Arti, 2.

*The Florentine* newspaper, which is in English and can be found in the SACI library and student lounge, is another good source of information about cultural events in and around Florence. See the weekly list of events in Florence: [www.theflr.net/weekly](http://www.theflr.net/weekly)

You also might try stopping by the “Box Office,” where you can purchase tickets for most concerts and shows in Florence and other cities (Via delle Vecchie Carceri 1, tel. 055 210804 and Piazza Stazione 4, tel. 055 2728208, [www.boxoffice.it](http://www.boxoffice.it)).

Check out [www.flonthego.com](http://www.flonthego.com) for daily concert, theater, and art exhibition listings. An events calendar for Florence theaters is available at: [www.firenzedeiteatri.it](http://www.firenzedeiteatri.it)

## Theaters

### Teatro del Maggio Musicale Fiorentino

Three notable theaters in Florence: Opera House (Viale Fratelli Rosselli 1), Teatro Comunale (Corso Italia 16), and Teatro

Goldoni (Via Santa Maria 15), tel. 055 2779269, [www.operadifirenze.it](http://www.operadifirenze.it)

#### **Teatro Niccolini**

Via Ricasoli 3/5, tel. 055 0946404, [www.teatronniccolini.com](http://www.teatronniccolini.com)

**Teatro della Pergola** (around the corner from SACI's Jules Maidoff Palazzo for the Visual Arts)

Via della Pergola 12, tel. 055 2264335, [www.teatrodellapergola.it](http://www.teatrodellapergola.it)

#### **Teatro Puccini**

Via delle Cascine 41, tel. 055 362067 – 055 331666, [www.teatropuccini.it](http://www.teatropuccini.it)

#### **Teatro del Sale**

Via de'Macci 111/r, tel. 055 2001492, [www.teatrodelsale.com](http://www.teatrodelsale.com)  
Food and performances.

#### **Teatro Verdi**

Via Ghibellina 99, tel. 055 212320, [www.teatroverdifirenze.it](http://www.teatroverdifirenze.it)

## TRAVEL

SACI has a number of resources for students planning a trip – in addition to travel books and transportation information, you can also ask for advice from any of the staff. Transportation info can be found on the city's web page: [www.en.comune.firenze.it/mobility/transport.html](http://www.en.comune.firenze.it/mobility/transport.html)

If you are traveling to another country, it is advisable to check the U.S. Department of State web site [www.travel.state.gov](http://www.travel.state.gov) for updated travel warnings and advisories.

It's highly recommended that you notify the U.S. Department of State of your planned itinerary by registering with the travel registry, <https://travelregistration.state.gov/ibrs/ui/>

Travel registration is a free service provided by the U.S. government to U.S. citizens who are traveling to, or living in, a foreign country. Registration allows you to record information about your upcoming trip abroad that the Department of State can use to assist you in case of an

emergency. Americans residing abroad can also get routine information from the nearest U.S. embassy or consulate. If you are traveling within Italy, check out the Italian State Tourist Board web site: [www.enit.it](http://www.enit.it)

When you leave for any trip, don't forget to TAKE YOUR PASSPORT with you because all hotels and hostels require them, and tell us where you're going before you leave!

### **Travel Agencies**

**Alighieri Viaggi** – Via Sant' Egidio 14-20/r, tel. 055 241044.

They provide booking service for planes, trains, ferry boats to Sardinia and Elba Island, etc. English spoken.

### **Traveling by Air**

Florence's Amerigo Vespucci (Peretola) airport is about 20 minutes from the center of town and is easily reached by taxi or by shuttle bus **Vola in Bus** which costs only 6 euros (10 r/t). See the web site: [www.ataf.net](http://www.ataf.net)

The airport information desk number is 055 3061300. Lost luggage is 055 3061302.

Other airports often used are Pisa (70 minutes by bus or 80 minutes by train), Bologna (40 minutes by train plus 20 minutes by shuttle bus), Rome (an hour and a half by train plus half-hour by airport shuttle train), and Milan (one hour and 45 minutes by train plus 45 minutes by shuttle bus).

## Airport websites:

**Florence (A. Vespucci)**

[www.aeroporto.firenze.it](http://www.aeroporto.firenze.it)

**Bologna (G. Marconi)**

[www.bologna-airport.it](http://www.bologna-airport.it)

**Rome (Fiumicino and Ciampino)**

[www.adr.it](http://www.adr.it)

**Milan (Linate and Malpensa)**

[www1.seamilano.eu/landing/index\\_it.html](http://www1.seamilano.eu/landing/index_it.html)

**Pisa (Galileo Galilei)**

[www.pisa-airport.com](http://www.pisa-airport.com)

Cheap flights can sometimes be booked via EasyJet ([www.easyJet.com/it](http://www.easyJet.com/it)) or Ryanair ([www.ryanair.com](http://www.ryanair.com)).

## Traveling by Train

Trains will take you just about anywhere in Italy and beyond. There are 4 train stations in Florence. The main one is Santa Maria Novella (SMN or **stazione centrale**), and three smaller ones are Rifredi, Campo di Marte, and Statuto. You can buy your ticket at the ticket windows where there is usually a long line and the agents don't always speak English. Or, you can use the numerous automatic ticket machines inside the stations, but only for national tickets. They operate

in English and usually take credit cards. Alternatively, you can buy tickets online at [www.trenitalia.com](http://www.trenitalia.com) or at numerous travel agencies.

There are slow trains - Regionale (R) and Regionale Veloce (RV), for short distance; Intercity (IC) trains are normal-speed trains - they will get you where you want to go, but the train may stop many times before you get there. The fastest trains are the Alta Velocità (AV) Frecciarossa, Frecciargento, and Frecciabianca. Those are fast but expensive trains. For the AV trains, you will have to reserve your seat ahead of time. For (R) and (IC) trains, once you have your ticket, you must remember to validate it in one of validation machines at the beginning of the platform BEFORE you get on the train. If you forget to do this, the ticket controller may fine you. For train schedules, use the web site [www.trenitalia.com](http://www.trenitalia.com).

For lost and found, Via Veracini 5 int. 5 tel. 055 334802 (bus #17 from SMN train station), [www.en.comune.fi.it/tourists/utilities/lost.htm](http://www.en.comune.fi.it/tourists/utilities/lost.htm)

Hours: Monday-Friday, 9:00am-12:30pm; Tuesday and Thursday open also 2:30pm-4:30pm.

## Traveling by Car

You can rent within Italy or internationally, round-trip or one-way. All the major car rental companies are located here, including Hertz (Via Borgo Ognissanti 137/r, tel. 055 2398205, [www.hertz.it](http://www.hertz.it)), Avis (Borgo Ognissanti 128/r, tel. 055 213629, [www.avisautonoleggio.it](http://www.avisautonoleggio.it)), and Europcar (Borgo Ognissanti 53, tel. 055 290438, [www.europcar.com](http://www.europcar.com)). Look in the phone book under "Autonoleggio" and shop prices.

If you're planning to drive a car in Italy, including a rented car, you should do so only if you have an International Driving Permit. In some areas in Italy, police require all non-Italians to have an International Driving Permit in order to drive a car. You can obtain an International Driving Permit in person (if you're in the U.S.) or by mail (from anywhere) for \$10 from either the American Automobile Association ([www.aaa.com](http://www.aaa.com)) or the American Automobile Touring Alliance ([www.nationalautoclub.com](http://www.nationalautoclub.com)). These are the only two U.S. agencies authorized to issue the International Driving Permit. Do NOT apply for an International Driver's LICENSE. There's really no such thing, though people will take your money and issue you a worthless document. If you're planning to drive a car while in Italy, apply either to AAA or AATA for an International Driving PERMIT.

For more information about driving in Florence visit the city's web site: [www.comune.fi.it](http://www.comune.fi.it)

### **Car Sharing**

If you are legal to drive in Italy, there are a few car sharing options available in Florence and other cities. Here are a couple of good choices:  
<https://enjoy.eni.com>  
[www.car2go.com/IT/it](http://www.car2go.com/IT/it)

### **Car Pooling**

Another travel option is finding a ride with a car pooling service: [www.blablacar.it](http://www.blablacar.it)

## **Traveling by Bus (within Tuscany)**

This can be a highly economical and efficient way to get to great towns. Not

only are buses convenient, they often follow lovely roads through spectacular countryside. Visit the city's web site: [www.comune.fi.it](http://www.comune.fi.it)

**ATAF** (Florence city buses) - [www.ataf.net](http://www.ataf.net), tel. 800 424500. To Fiesole: Bus #7, 20 minutes. To Settignano: Bus #10, 15 minutes.

**SITA & AUTOLINEE CHIANTI VALDARNO** - [www.sitabus.it](http://www.sitabus.it), [www.acvbus.it](http://www.acvbus.it), Via Santa Caterina da Siena 17/r, tel. 055 47821, 800 373760. Southwest of the Santa Maria Novella train station. Buses to Siena, San Gimignano, Volterra, Arezzo, Greve (Chianti).

**CAP** - [www.capautolinee.it](http://www.capautolinee.it), Largo Fratelli Alinari 9, tel. 055 214637. Buses to Impruneta, Prato, I Gigli mall, Pisa, Lucca, and Viareggio.

## **Getting to the Beach**

When the weather gets nice, you might like to take a weekend trip to the seaside. You can reach the beach by train or car.

**Cinque Terre** - Picturesque hill towns, beautiful hikes, and the sea, the five villages of the Cinque Terre – Monterosso, Vernazza, Corniglia, Manarola, and Riomaggiore – are not to be missed! To get there, you must take a train to La Spezia (there are some direct trains from Florence, but in most cases you will have to take the train to Pisa, where you change for Torino Porta Nuova). From La Spezia, you can take a train to either Monterosso or Riomaggiore. A train connects the five towns; it passes every 50 minutes.

**Isola d'Elba** - The wonderfully beautiful island of Elba is a favorite trip for SACI



students. To get there, take the train from Florence to Piombino Marittima. From the port, take a Toremar or Moby ferry, which takes you to the Elban port of Portoferraio. For complete details, check the train schedule online [www.trenitalia.it](http://www.trenitalia.it), and use [www.elbalink.it](http://www.elbalink.it) for ferry schedules. You can also purchase the train and ferry boat tickets in many travel agencies (see the **Travel** section in this handbook). A helpful web site for Elba is [www.elbalink.it](http://www.elbalink.it). Some students have done this trip in a day, but we recommend you relax, enjoy, and stay at least one night.

**Viareggio** - One of the popular beach towns, it is easy to get to from Florence. Trains and buses to Viareggio leave every couple of hours. The trip takes between 1 hour 20 minutes and 2 hours.

**Quercianella** - This is a beautiful rocky beach about 15 minutes south of Livorno. Take the train to Livorno, change, and take the local train to Grosseto. Get off at Quercianella-Sonnino. It takes about 1 hour 45 minutes.

## Useful Train Vocab

train	<i>treno</i>
carriage	<i>carrozza</i>
seat	<i>posto</i>
occupied	<i>occupato</i>
first class	<i>prima classe</i>
second class	<i>seconda classe</i>
compartment	<i>compartimento</i>
train conductor	<i>capotreno</i>
departures	<i>partenze</i>
arrivals	<i>arrivi</i>
late	<i>in ritardo</i>
platform	<i>binario</i>
underpass	<i>sottopassaggio</i>
ticket	<i>biglietto (2+: biglietti)</i>
one-way ticket	<i>biglietto di andata</i>
round-trip ticket	<i>andata e ritorno</i>

## MAILING AND SHIPPING

You know you love getting mail, but remember, you have to write it to get it! If you're sending home postcards and regular-sized envelopes, then you can purchase stamps at most **Tabacchi**. If your mail is a little bulky or heavy, you'll need to go to the post office and buy your stamps for each letter individually (this can be rather fun to watch, as each teller has a huge book of stamps he/she has to flip through to get just the right amount to send your post). Letters and postcards should reach their destinations within six days.

There are two basic ways to send packages: through the post office or through private shippers. Private shipping companies often provide faster service, but charge for the convenience. Express Mail Service (EMS) and International Express Courier Mail (**paccocelere internazionale**) are usually quite expensive, but packages will arrive at the destination in one to three weeks. Shipping by sea is substantially cheaper, but will take at least two to three months.

## Post Offices

The main post office is in Via Pellicceria 3 (under the loggia near Piazza Repubblica). Open Monday-Friday, 8:15am-7:00pm; Saturday, 8:15am-12:30pm. Branch post offices (open weekdays 8:15am-7:00pm; Saturday, 8:15am-12:30pm) may have shorter lines and nicer service. You can usually spot them from some distance – look for the little round yellow sign with PT marked on it. Two are located at: Via Alamanni 1 (Piazza Stazione) and Via Pietrapiana 53 (across from the Conad supermarket).

At the entrance most post offices have a ticket machine. Press the button with the green envelope symbol next to it for buying stamps and mailing items. Or, if you only have to pay a fee or bill (*bolletta*), press the button for the *finanziari* operations. Then wait for your number to tell you what window will serve you.

## Private Shippers

### Fracassi

Via Santo Spirito 11, tel. 055 283597, [www.fracassishipping.com](http://www.fracassishipping.com)

They will also pick things up at your home. Give them the exact dimensions and weight of your work for a price quote. They speak English.

### SDA - Express Courier

Info: tel. 199 113 366, [www.sda.it](http://www.sda.it)

### FED-EX Ship Center

Info: tel. 199 151 119, [www.fedex.com/it](http://www.fedex.com/it)

### Albini and Pitigliani

Info: tel. 0574 5730, [www.alpiworld.com](http://www.alpiworld.com)  
Only for international shipping.

## Mail Boxes Etc.

A one-stop packing and shipping center. Not the cheapest, but you're paying for the convenience. [www.mbe.it](http://www.mbe.it)  
Multiple locations:  
Via San Gallo 61/r, tel. 055 4630418;  
Via della Scala 13/r, tel. 055 268173;  
Corso Tintori 39/r, tel. 055 2466660.  
Some Internet points also offer shipping services.

## Packing Personal Items

If you aren't using a private shipper, post offices are very strict about the types of packages they will accept for shipping, and you will need to follow very specific guidelines to get your things home. The post office requires that you pack your items in a sturdy cardboard box. They will NOT accept anything sized, wrapped, or labeled in another manner. Package weight limit for Express Mail Service and for International Express Courier Mail shipping is 30 kilograms.

Some post offices sell boxes in different sizes which meet requirements. Pack the items so they don't rattle around, and seal the box with tape.

Very useful suggestion: some stationery stores (*cartolerie*) will do this packing for you. Just bring them whatever you want to send and they will pack it for you. They will charge a small fee, but it is worth the hassle to do it right. Then you can take the package to the post office.

Some package and paper stores:

### Baldacci

Piazza del Mercato Centrale 5/r, tel. 055292065. A good place to get shipping supplies.

## Poggi

Via Dosio 21, tel. 055 707104 (Tram Line 1 from SMN train station). They have large shipping tubes which they will cut to size.

## Sending Your Package

Once your packages are officially wrapped and ready to go, take them to the **Prodotti Postali** window of the post office. You will need to fill out a form detailing the contents and value of your packages. One way to avoid extra charges is to identify your package as **articoli personali usati** (used personal items) and give it a low value. Remember to specify how you would like to send your package: Express Mail Service (EMS) International Express Courier (**paccocelere internazionale**), Priority mail (**posta prioritaria**), or by ship (**via nave**).

## Packing Artwork

At the end of each term, if there are enough interested students, SACI

arranges for a shipper to come to the school to pack and ship your artwork and belongings home. You can also use one of our recommended shippers and that firm will do it for you (just get an official letter from the Front Desk that states that the artwork you are shipping is yours). Remember to plan at the beginning of the semester so that you do not run into a big cost at the end.

## Hand-Carried Artwork

Ask at the Front Desk for an official letter that states that you are a student and that the artwork you are carrying is your own work. This letter will prove that your work is really yours (and not historic Italian treasures) if you get stopped at customs.

## Mail It Home in Italian

Aerogram	<b>Aerogramma</b>	Package (small)	<b>Pacchetto</b>
Air Mail	<b>Via Aerea</b>	Packing Tape	<b>Scotch da pacchi</b>
Books	<b>Libri</b>	Pen	<b>Penna</b>
Box	<b>Scatola</b>	Postcard	<b>Cartolina</b>
Bubble Wrap	<b>Pluribol</b>	Poster Tube	<b>Tube per manifesti</b>
Contents	<b>Contenuto</b>	Postman	<b>Postino</b>
Envelope	<b>Busta</b>	Post Office	<b>Ufficio Postale</b>
Express	<b>Espresso</b>	Printed Matter	<b>Stampe</b>
Glue	<b>Colla</b>	Stamp	<b>Francobollo</b>
Gram	<b>Grammo</b>	String	<b>Corda</b>
Kilogram	<b>Chilogrammo</b>	Surface Mail	<b>Via Mare/ Via Superficie</b>
Lead Weight	<b>Piombino</b>		
Letter	<b>Lettera</b>	Urgent	<b>Urgente</b>
Marker	<b>Pennarello</b>	Value	<b>Valore</b>
Package	<b>Pacco</b>	Wrapping Paper	<b>Carta da pacchi</b>

When the sad time comes to say farewell to SACI and your Florentine friends, your mind may be more on how to get you and your stuff home than on tearful farewells. There's no doubt it can be a hassle, but here are some guidelines to make your journey home a little less stressful.

If you have an open-ended ticket home, don't wait too long to make your reservation for the trip home because seats fill up very fast, especially in the Spring term. If you arranged your flight with one of the SACI group flights, you may need to confirm your trip home before leaving.

If you are carrying artwork with you, so you won't get stopped at customs, don't forget to ask at the Front Desk for an official letter that states that the artwork you are carrying is your own work. And before heading for the airport, don't forget to leave us the keys to your Florence apartment!

### Luggage Storage Facilities

If you are planning on traveling before going home, there are several locations in Florence that offer luggage storage.

**Mailboxes Etc.** offers affordable rates. Via San Gallo 61/r, tel. 055 4630418; Via della Scala 13/r, tel. 055 268173; Corso dei Tintori 39/r, tel. 055 2466660.

### Santa Maria Novella Train Station

**Luggage Deposit (*Deposito Bagagli*).** Inside the train station, on the ground floor - platform 16, tel. 055 2352190. The advantage of leaving your belongings

at the train station is that you can drop off or pick up your bags on Sundays and holidays. Open 7:00am-11:00pm. Maximum storage time: 3 months.

### Getting to the Florence Airport

[www.aeroporto.firenze.it](http://www.aeroporto.firenze.it)

For early morning flights, it is a good idea to reserve a taxi the night before. The Receptionist at the Front Desk will be glad to call a taxi to pick you up at the school the day of your flight if it is during hours when SACI is open. To reserve a taxi the night before for an early morning pick-up before SACI is open, it is best that you call directly from your (or a friend's) cell phone for confirmation. If you want to be picked up at your apartment, call 055 4798, 055 4242, or 055 4390. Taxis usually arrive quickly, but give yourself extra time just in case, especially if it's raining. To save money, you may want to share the taxi fare with other students. You should plan on arriving at the airport at least two hours before an international flight, and it takes about 20 minutes to get there in normal traffic. See the **Taxis** section of this handbook.

There is a shuttle bus (***Vola in Bus***) that from 5:30am-11:00pm leaves every half hour from the Santa Maria Novella train station and is cheaper than a cab, but you have to haul your suitcases over there. Tickets can be purchased on board for 6 euros (11 r/t): see [www.ataf.net](http://www.ataf.net)

### Getting to the Other Airports by Train

[www.trenitalia.com](http://www.trenitalia.com)

It is compulsory to reserve a seat on the Alta Velocità trains. So make sure you book your seat in advance or you may not be let on the train. You do not need a reserved seat on regional and Intercity trains, but remember to stamp your ticket before you get on the train. There are ticket validation machines located at the beginning of each platform. (See the *Traveling by Train* section of this handbook.)

### Getting to the Milan Airports

[www1.seamilano.eu/landing/index\\_it.html](http://www1.seamilano.eu/landing/index_it.html)

If your flight leaves early in the morning, you might consider taking a late afternoon train to Milan the day before your departure and staying there overnight. Otherwise, you will have to take an early morning train (around 2:00-3:00am) to Milan, providing one exists (see [www.trenitalia.com](http://www.trenitalia.com)).

Once you arrive at the Milan central train station, you will need to take a shuttle from the station to the Malpensa or Linate Airport. The shuttles are right outside the station and depart frequently. The shuttle costs a minimum amount, and takes about an hour. Please remember that you need to check-in at least two hours before your departure. Don't cut it too close!

### Getting to the Rome Airport

[www.adr.it](http://www.adr.it)

If your flight leaves early in the morning, you may want to consider arriving in Rome the day before you are scheduled to leave. But if your flight leaves from Rome mid-day or after, you can take an Alta Velocità train directly to Rome's Stazione Termini from Florence's Santa Maria Novella train station (see [www.trenitalia.com](http://www.trenitalia.com)).

From Stazione Termini, trains run every half hour or so to Leonardo da Vinci (Fiumicino) Airport and Ciampino Airport.

### Getting to the Pisa Airport

[www.pisa-airport.com](http://www.pisa-airport.com)

The Pisa International Galileo Galilei airport is the next closest to Florence. The Airport Bus Express buses leaving from Florence's Santa Maria Novella train station can get you to the Pisa airport in approximately 70 minutes. For information about these buses (see [www.airportbusexpress.it](http://www.airportbusexpress.it)).

There are also frequent trains that take you to the airport from Florence. At the Pisa Centrale stop, you will have to transfer to the People Mover extension (runs 6am-midnight) to arrive directly at the airport. It takes about one hour and 20-30 minutes total to get there, depending on the train (see [www.trenitalia.com](http://www.trenitalia.com)).

### Getting to the Bologna Airport

[www.bologna-airport.it](http://www.bologna-airport.it)

Bologna is about 40 minutes by train from Florence (see [www.trenitalia.com](http://www.trenitalia.com)), and it is easy to catch a taxi or the "Aerobus" shuttle-bus to the G. Marconi airport from the train station - the bus stop is in front of the station. Tickets can be bought inside the station at the bar, and the ride takes about a half hour, depending on the traffic.

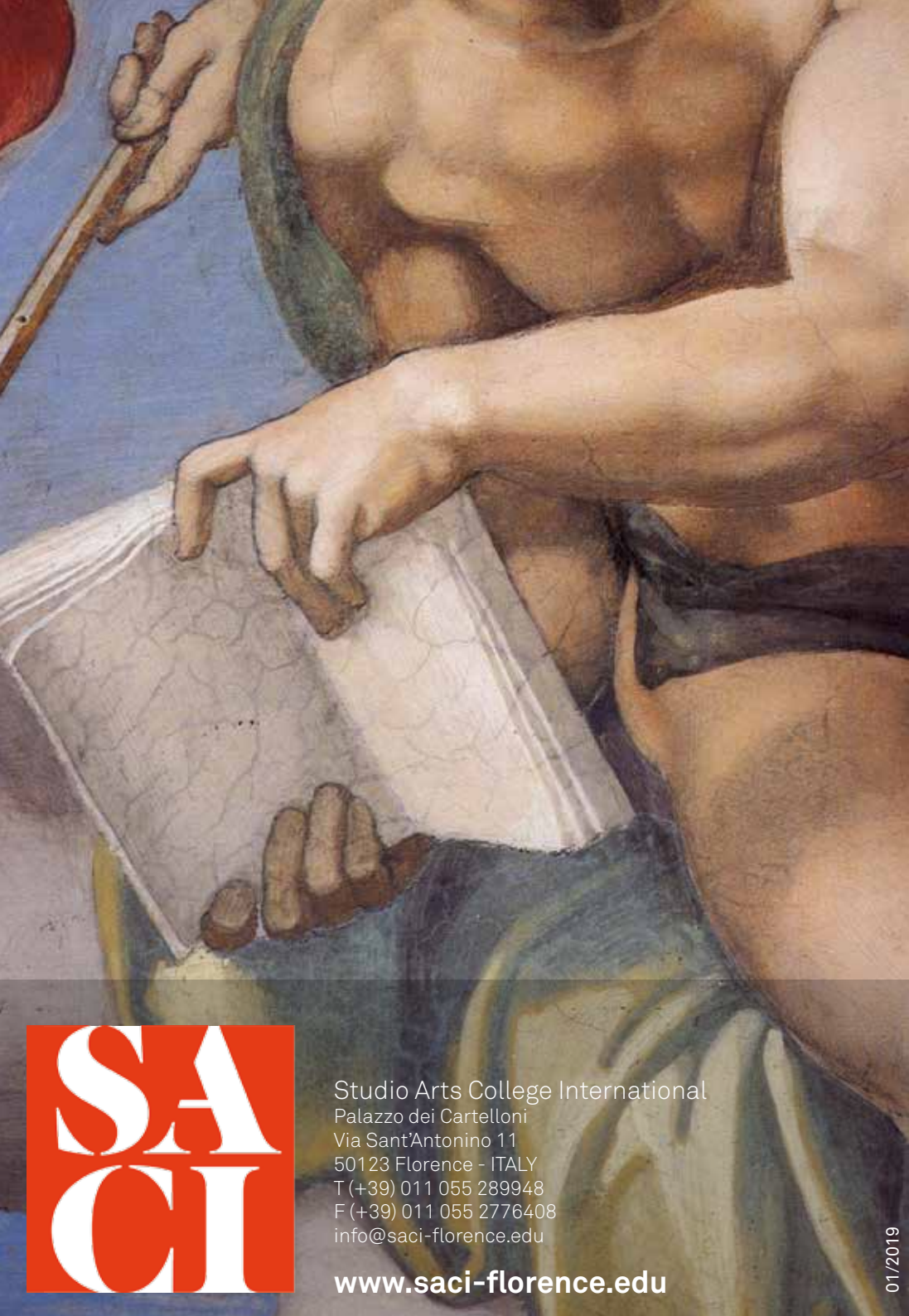
## Shipping

Why lug stuff home when you can have it shipped? Shipping can be expensive, but sometimes it is worth the cost. (See the *Mailing and Shipping* section of this handbook.)



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