

Archive

Rules for Accessing and Using

Access to the Reading Room

Researchers wishing to access the Reading Room are required to show their national ID card or another form of identification.

The only items that may be taken into the room are loose sheets of paper (size A5 or smaller), an ordinary or propelling pencil, and a laptop computer.

Coats, briefcases, folders, bags and books are not permitted and must be left in the lockers provided. Pens, including ballpoints, felt tips and fountain pens, are also prohibited.

Under no circumstances may any documents or books be removed from the Reading Room. For further information, please consult the archive staff.

Consulting documents

Documents must be requested in writing by filling in the form for the researchers.

You may request up to three dossiers at a time, which may be exchanged as you return them as long as you have filled in the request form. Documents may be reserved for five days, after which time they will be withdrawn and you will need to submit another written request to consult them again.

For conservation purposes, you are reminded that it is not permitted to fold documents or rest on them. Writing and tracing are also prohibited, and you may not mark or make any notes on the documents.

When consulting documents, you are expected to keep them in the same order in which you received them. In the case of bundles, the individual items must be tied back together in the correct order when you have finished consulting them, taking extreme care not to damage the documents. Please also be particularly careful when handling any photographs included in the dossier.

In accordance with the contents of the Memorandum of 8 May 1992 regarding the use of copies instead of originals for consultation purposes, and for the sake of protecting the archive, you will be supplied with a copy, if one exists, rather than the original document. However, access to the originals will be permitted if there is good reason.

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Copying documents

You may request a copy of a document by filling in the relevant form.

All copies supplied by the National Archaeological Museum may only be used for research and study purposes. Complete dossiers will only be copied if you have special permission.

Copies may only be published if you have written permission from the museum. In such cases, you are required to quote the provenance of the documents and to present the museum with two copies of the publication resulting from the use of its archives.

In accordance with the Intellectual Property Law, description tools, unpublished works and books published prior to 1900 may not be copied.

The archive staff will decide the appropriate format for copying documents based on their particular nature and condition. For details of the different types of copies and fees, please see the rates set by the Ministry of Culture in Order CUL/1077/2011, of 25 April, published in the Official State Gazette (BOE 102, 29/04/2011). [Link to document](#)

Maps, plans and drawings will be reproduced in digital or slide format and must be requested from the *Documentation Department, Photography Unit*.