



RULES OF THE READING ROOM (ARCHIVES)

1.- Public access to the Reading Room is at the following times: in Winter, Monday to Friday, 9.00-2.00 p.m.; Wednesday and Thursday, 4.30-7.30 p.m.; in Summer, Monday to Friday, 9.00-2.00 p.m. (For other times, please consult staff). No books or documentation will be served to researchers after 1.30 p.m. in the morning, nor after 7.00 p.m. in the afternoon.

2.- Only loose sheets of A5 size paper and / or file cards not exceeding this size are allowed in the Reading Room. In exceptional cases, notebooks and larger sheets of paper may be permitted by the official in charge, and these must be surrendered for checking by an official on leaving the Reading Room. Coats, bags, folders, etc. must be deposited in the lockers.

3.- Pencils only are allowed in the Reading Room. The use of any kind of biro, ink pens or markers is prohibited. The use of scanners is also prohibited.

4.- Books or documents already reproduced (either by microfilm, digital images or facsimile) will only be supplied by this mean. Special justification and authorization by part of this Institution will be required for the access to original documents. In such cases, permission is unlikely to be granted to consult the entire text in the original.

5.- The first time admittance to this Institution, obligates the researcher to provide to the Colombina's staff of his personal details as well as the subject of investigation. It will also be necessary the presentation of the National Document of Identity or Passport. A request slip will have to be filled up for every item demanded, and once the research has finished, the item will have to be placed on the desk of the person in charge of the room. **It is not permitted to get any book or document out of the Reading Room.** The access is only permitted to older than eighteen.

6.- The limit of items demanded is **up to 15 per day and researcher.** Although books of the auxiliary libraries can be provided in lots of three at a time, case files will only be requested one by one. Documents individually catalogued will be individually requested. The Institución Colombina is entitled to deny the access to all those items whose deterioration makes it unadvisable.

7.- Silence must be observed at any time, as a sign of respect for the rest of the researchers. For this reason, it is not allowed teamwork while other researchers are present in the reading's room. **Mobile phones must be turned off or put in silent mode when entering the room.**

8.- Due care and attention must be exercised at all times with the resources of the Institución Colombina. To place any weight on, write on, trace, fold the pages, open excessively the sewn-on or binded case files and books, alter its natural order or leaving book markers inside of documents or books is forbidden. It will only be allowed to leave book markers provided by the Institution, made of non-acid paper. Any sort of damage or spoilt committed by an inappropriate or harmful behavior will lead to the expulsion of the Research Room, as well as bringing possible legal actions against that person.

9.- In case of not finishing the consultation of the book or document in the same day, the researcher can ask the staff of the Archive for a reservation of the book for following sessions.

10.- The **use of gloves** for the consultation of medieval documents or books is mandatory.

11.- The systematic copy of unpublished media, either files or databases, is forbidden. Its content can't be disseminated in any media or means without previous permission.

12.- Student training groups may only access the Reading Room in groups of no more than 4 people.

13.- Researchers are obliged to give up to the Institución Colombina one copy of those works for which they have made use of the Institution's documentary collection.

14.- The Reprography Service of the Institución Colombina is in charge of the reprography performing of its holdings. It is therefore forbidden for researchers to obtain direct photographs or digital images of books and documents consulted in the Reading Room.