
**REGULATION FOR ACCESS, CONSULTATION AND
REPRODUCTION OF DOCUMENTATION OF THE
ARXIU HISTÒRIC DE PROTOCOLS DE BARCELONA
(AHPB)**

1.- Access to the consultation room

1.1.- The open days and hours of the archive is from Monday to Friday, from 10:00 a.m. to 01:00 p.m., throughout the year and on Tuesdays and Thursdays, from 04:00 to 6:00 p.m., during the months from September to June.

1.2.- The access to consultation room shall be not allowed with cutting objects, such as scissors or cutters or with beverage or food.

1.3.- At the moment of having access to the room and the whole time you will stay in its, you shall be quiet out of respect to the other users.

1.4.- The mobile phones shall be shut down or in silent mode and it is forbidden to use them as well in the room as in the entrance hall.

1.5.- Repeated warnings for failing to meet the set out in the two preceding points shall carry the expulsion of the user from the consultation room.

1.6.- The access to the deposits and other internal facilities is solely reserved to the staff of the archive.

2. Access to the documentation

2.1.- Fulfilling the sectorial regulation in force, only may be consulted the documentation over one hundred years old.

2.2.- To be able to have access to the documentation it shall be required to be over 18 years old. In the case of students from 16 to 18 years old, they may have access with prior accreditation of performing a work of research.

2.3.- The sheets of application shall include, in addition to the information of the documentation to be consulted, the name and surnames of the user, place, date and theme of the study. After ending the consultation, the sheets of application shall be returned to the person in charge of the service of the room.

2.4.- The user may apply for maximum ten daily volumes and he may in no case exceed such quantity. However, this figure can be reduced depending on the attendance of users.

2.5.- In case of collective searches, the consultation shall be allowed only to three members of the group, the number of consultations being limited to ten volumes per person.

2.6.- When the documentation applied for is very bulky, it shall be gradually provided, at the responsible of the room discretion, to avoid collapsing the space existing in the consultation desks.

2.7. The hours of documentation service shall be solely from 10:00 a.m. to 01:00 p.m. The days when the archive is open in the afternoon, the users shall have to previously order the documentation to be consulted, either personally or by means of an e-mail or a telephone call.

2.8 The badly preserved documentation can be excluded from the consultation if the archivists think it fit, to avoid deepening its deterioration.

2.9.- In the event there exists a copy for consultation of the documentation applied for, mainly in electronic format, this later will be provided to the user instead of the original.

2.10. After consultation, the inventories and other instruments of description shall be returned to their places to facilitate their consultation by other researchers.

3. Consultation of documentation

31.- The users shall be responsible of the documents while they consult them. The documentation consulted shall be returned tidy and with the same conditions as when delivered.

3.2.- In order to guarantee an optimum control of the documentation delivered, the documentation cannot be shared or exchanged with other documentation applied for by other users. Likewise, neither the returned documentation may be freely taken.

3.3.- It is not allowed to write or lean on the documents, neither to trace or manipulate them in such a way they could be damaged.

3.4.- The volumes provided with irons shall serve as a desk protector. After consulting them, they have to be let standing.

3.5.- The search of documents shall always be carried out by the same uses, the function of the staff of the archive being to facilitate them the instruments of description and the relevant orientations to locate them.

4.- Reservation of documentation

4.1.- The users can make a reservation of the documentation that they have to go on using up to maximum 15 days and 3 units per person. In the case of very bulky documentation, the responsible of the service of room shall determine the quantity.

4.2.- All the reservation of documentation shall have to be identified in the related reservation sheet.

4.3.- No photocopies or papers may be left in the reserved volumes. To mark the point where the user left it, the sole element allowed shall be the reservation sheet. Any other element shall be withdrawn and eliminated.

5.- Reproduction of documents

5.1.- Only the documents the state of preservation of which allows it will be reproduced.

5.2.- To avoid damages to the official records, shall not be reproduced those documents that form part of volumes having a thickness of over 15 centimetres, according to the systems of reproduction available.

5.3.- Drawing having a size over a DIN A4 shall not be reproduced.

5.4.- The photocopies shall have to be ordered and it shall be not possible to reproduce the documentation the same day of the consultation in order not to interfere with the good operation of the service of the room.

5.5.- In the application sheets for photocopies it shall be necessary that, in addition to the volume identification data, the name and surnames of the applicant, the e-mail and the date of the application appear.

AHPB, May 2016