

INTERNAL RULES FOR ACCESSING, CONSULTING AND REPRODUCING DOCUMENTS IN THE ROYAL AND GENERAL ARCHIVE OF NAVARRE

I. ACCESS TO ROOMS

General conditions

1. Access and consultation of the documentary and bibliographical fonds held at the Archive is free of charge for the general public and is subject to proof of identity. Minors under 16 must be accompanied by an adult.
2. Consultation of the documentary fonds is made in the Consultation Room, while the consultation of the bibliographic fonds is in the Library Reading Room.

Identification

3. To access the Rooms, users must register at the Reception desk. First time registration is by presentation of the National Identity Document or a document that provides reliable proof of identity. Once entered in the system, users are assigned a unique researcher number that can be used for identification purposes in future visits.

Security

4. Prior to entering the Rooms, users must leave any clothing and items that are not permitted to be taken into the Rooms in either the individual lockers or at the cloakroom. All these items must be taken with the user on leaving the premises.
5. It is forbidden to take any of the following into the Rooms: coats, bags, pens and markers, sharp objects, folders or briefcases, notebooks, books, food, drink and, in general, any object that might damage the documentation.
6. Users may bring the following into the Rooms: loose sheets of paper, pencils, laptops and electronic devices set to silent and with no protective cover, unless authorised by the Room Officer.
7. The Archive staff may check the items carried by users when coming in and leaving the Rooms.

Workstations

8. Users shall make their consultations at the individual workstations located in the Rooms. The Reception desk shall assign each user with a single workstation. Work desks must remain free from object that may obstruct the line of sight of the security cameras.
9. Workstations equipped with the Archive's computing equipment are solely for the use and consultation of computer applications. It is not permitted to consult original documentation on this equipment. The use of the USB ports and disc drives on these computers must have the express authorisation of the Room Officer.

10. Out of respect for other users, all users should behave properly and remain silent.

II. CONSULTATION OF DOCUMENTS

Descriptive instruments

11. Descriptive instruments and bibliography on the documentary fonds are available to users in the Rooms. These are either in paper or electronic format and are for direct consultation. The help of the Archive staff may be requested with regard to the use of the same.
12. As soon as a user has finished use, the descriptive instruments and bibliography consulted in paper format must be returned to its original location on the shelves.

Request for documents

13. The request for documents shall be made through the computer application. Users may make their requests directly from the computer stations or with the help of the Room Officer.
14. All requests for documents must be authorised by the Room Officer.
15. Users may simultaneously request up to three archival units. A new request will not be considered until the previous consultation has been completed. The maximum number of documents requested per user and per day may be restricted in exceptional circumstances that hinder or prevent the correct operation of the service.
16. The Archive may restrict the consultation of documentation in compliance with the provisions of the legislation that is applicable to each case, as well as for reasons of conservation or for technical work underway.
17. Requests for documentation will end thirty minutes before the closing time set for the Rooms. The documentation must be handed in at the counter fifteen minutes before the closing time.
18. Once a user has completed a consultation, the documentation should be returned to the Room Officer.
19. Users may reserve for future consultations up to a maximum of three archival units. Advance written requests to reserve documentation are permitted. All reservations will expire and be cancelled at the Room closing time on the eve of a public holiday.

Consultation of documents

20. Users are responsible for the documentation while they are using it.
21. It is not permitted to exchange documents with other users or to move them to another table. Under no circumstances may documents be taken out of the Rooms.

22. Any document may be withdrawn from consultation whenever so required by its state of conservation. Users must report any kind of defect observed in the documentation consulted.
23. During the consultation, users must respect the state and conditions of the documentation, without re-arranging its classification or order even when it is not consecutively numbered or is in apparent disorder.
24. The documents shall be consulted without leaning on them, or putting writing paper over them, without making notes, erasing or tracing its surface, without removing any binders and preventing them from being stained, folded or creased, damaged or altered by any other means.
25. During consultation, bound documents shall be placed on lecterns and without forcing them to open, following the instructions of the Room staff.
26. Digitised or microfilmed documents shall be consulted from the copies. Exceptionally, and as far as is permitted by its state of conservation, the original document may be provided, subject to a reasoned request addressed in writing to the Archive's management.
27. For consultation of original documents, of which copies already exist, and also the documentation from the Ancient bibliographical fond and microforms, users shall wear cotton gloves provided by the Archive, and under the close supervision of Room staff.

III. REPRODUCTION OF DOCUMENTS

28. The reproduction of documentary and bibliographical fonds is the sole responsibility of the Archive's staff and it shall be made subject to completing a request form and paying the legally established fees.
29. Requests for the reproduction of documents not made in person shall be dealt with, providing that the documents to be reproduced are specifically and individually identified and this does not involve using subjective document selection criteria or dedicating a great deal of time and labour for their identification.
30. The Archive may determine the most suitable reproduction procedure based on the nature, age and state of conservation of the documents. The number of reproductions per user and per year may be restricted for reasons of service.
31. The reproduction of complete groups of homogeneous documentary units shall only be permitted in exceptional circumstances, subject to the authorisation of the Archive management.
32. The reproduction of copies of external documentary fonds that are available at the Archive shall require the express authorisation of the owner of the originals.
33. Reproductions provided by the Archive are solely directed at private use, for the sole purpose of serving historical, scientific or cultural research. Any

other use and, in particular, the publication, reproduction, exhibition or any other form of public dissemination, as well as use for commercial purposes, shall require the authorisation of the Archive management, subject to a written request and payment of the corresponding fees.

34. The reproduction of documentation affected by the Intellectual Property regulations is subject to the legal provisions in force on this subject.

IV. OBLIGATIONS OF USERS

35. Any user publishing part or an excerpt of the documents consulted must provide, free of charge, a copy of their publications for the Archive Library.
36. The documentation mentioned in the work published must be cited, indicating the name of the Archive (in full or with the acronym AGN), the name of the documentary fond or collection and the archival signature of the document.
37. Access to the Archive and the provision of consultation and reproduction services implies the user's acceptance of these Rules. Failure to comply with the same could lead to the loss of user status at the Archive and the demand, where applicable, of the appropriate criminal, civil or administrative liability.
38. Any query with regard to access to, consultation and reproduction of documents not contemplated herein, shall be settled by the Management of the Archive.

Resolution 373/2013 of 9 December, of the General Director of Culture - Institución Príncipe de Viana.