

## LIBRARY AFTERNOON CONSULTATION SERVICE

We are occasionally asked to extend our library's hours of consultation, especially with regard to titles that may be consulted on grounds only. We recognise the need to coordinate a system capable of offering this possibility to the public and, indeed, to facilitate access to those who cannot visit us during the generally established hours.

Given that the AGN research room remains open on certain days until 5:00 p.m., it seems most reasonable to take advantage of this space so that the service may be carried out at that time and in that room, in accordance with the following procedure:

1. The afternoon consultation service may take place between 3:00 p.m. and 4:45 p.m. on days when the archive is open for consultation until 5:00 p.m.
2. The interested person must request an afternoon consultation in advance and in writing, either by e-mail (to the librarian's e-mail address [mlosarcs@navarra.es](mailto:mlosarcs@navarra.es) or, should the latter be absent, to the e-mail address [archivogeneral@navarra.es](mailto:archivogeneral@navarra.es)), by traditional mail, by phone (+34 848 42 46 67) or in person. The request must include the intended date and time of consultation in the archive and the specific titles to be consulted.
3. The librarian will prepare the requested books, along with any instructions or observations deemed appropriate to take into account with regard to any special circumstances (for example, that a certain copy cannot be photocopied, that it is digitised and that hard copies can be made from the PDF, etc.), in order that the person in charge of the research room may be aware and cognisant thereof.
4. This service is limited to the consultation of **titles** that are kept **only in the AGN library** or, at least, are not found in any library of the Pamplona Region Public Libraries Network, whatever their publication date. If the titles may be consulted or even borrowed out from a library in Pamplona and the greater metropolitan region with afternoon hours, the interested person will be informed that they can consult the relevant titles in said library.
5. **Press materials are excluded from this consultation service for reasons related to their conservation.**
6. Requests to duplicate the titles being consulted will be admitted in accordance with the same conditions as those normally upheld by the library service.