



REGULATIONS FOR ACCES, CONSULTATION AND REPRODUCTION AT THE ARCHIVE OF THE CATHEDRAL OF MALLORCA (ACM)

1. Consultation Room. Access and rules

- The archive is open to the public from Monday to Friday, 10 a.m. to 3 p.m.
- Sharp objects (such as scissors or craft knives), food and drink must not be taken into the room.
- Silence should be maintained while in the room, out of respect for other users.
- Mobile phones must be switched off or set to silent, and must not be used in the consultation room.
- Access to the repositories and internal working areas is restricted to archive staff.
- Those wishing to obtain photographic images of the ACM facilities for reproduction and/or publication (in print or digital format) require prior authorisation

2. Documentation. Access and reservations

- Documentation may only be accessed by those aged over 18. In the case of students aged between 16 and 18, access is possible if they provide prior proof of the research work they are conducting.
- Once the inventories and other descriptive instruments have been consulted, they should be put back in their place to allow other users to consult them.
- The consultation slips must be properly completed before the documentation is requested. In the case of new users of the archive, the researcher registration sheet will need to be completed.
- If a large volume of documentation is requested, it will be handed over in stages.
- Documents preserved and catalogued at the ACM for over 75 years are freely accessible.
- Documents that have not yet been inventoried or catalogued will not be available. In any event, those wishing to consult uncatalogued documentation may file a request with the Cathedral Chapterhouse, which has the authority to approve or reject requests.
- Documents in a poor state of preservation will be restricted. In such cases the corresponding digital version will be provided.
- Documents from the last 75 years cannot be consulted (in accordance with the 1976 *Regulation of Spanish Ecclesiastical Archives*), although access (and digitisation, where necessary) may be requested of the Cathedral Chapterhouse, which has the authority to approve or reject requests.
- In the case of personal data, such as those contained in sacramental books, unrestricted access will be available after 100 years.
- Users can reserve any documents they may wish to consult, which will be kept available for them for a maximum of 15 days. To do so they should complete the reservation slip and send it to acm@catedraldemallorca.org, or hand it in to ACM staff.



3. Documentation. Consultation

- Only pencils may be used. The use of ballpoint or marker pens is prohibited.
- Users must not write on the documents or use them as support, nor may they be traced or handled in any way that could damage them.
- Users are responsible for the documents while they are consulting them, and they must be handed back in the state, order and conditions in which they were received.
- After consultation the documents should be left on the desk. Any paper or element contained in the documentation should be removed and disposed of. They will be put back in their place by ACM staff.
- The documentation requested must not be shared or exchanged with other users. Nor may returned documentation be taken at will.

4. Documentation. Reproduction

- The documents must not be photographed. Only notes may be taken, and if necessary the digitised copy of the documentation consulted may be requested.
- Documents may be reproduced only if their state of preservation and dimensions would allow this, in accordance with the available reproduction systems.
- Copies of images intended for publications or commercial purposes require authorisation for reproduction. Users must complete an image reproduction request and indicate the reason. This request should be addressed to the ACM manager responsible for approval or rejection.
- Digitised copies may be requested in person at the ACM or by email. The document details must indicate the correct call mark (holding, document series, document number and page) to allow the document to be located.
- Digitised copies will be provided in a high-quality JPEG format and delivered by email or via digital file storage memories or other programs.
- The current charge is €1 for the first 10 digitised copies, and €0.50 from the eleventh. In case of large volume requests, a proportional reduction will be applied. Payment must be made in advance, in cash or by bank transfer.

ACM, January 2021