**Access agreement and consultation protocol between the MuEC (Museum of Ethnology and World Cultures) and the researcher**

**for access to the museum's collections.**

**Name:**

**Address:**

**Tel.:**

**Email:**

**DNI (ID number):**

I undertake to follow these rules of access and consultation:

ACCESS STANDARDS AND CONSULTATION

General

1. Copies of the material produced during my research will be delivered to the *Museu Etnològic i de Cultures del Món* within a maximum period of one year, to be included in the documentation of the object.
	1. The museum can enter the new data in its knowledge management systems (collection database, registers and files, online access to the objects in the collection, etc.) with full rights.
	2. The museum may use the materials and documents generated by the researcher's work to disseminate knowledge of the collections, with the prior agreement of the researcher, and always referring to the author.
2. The museum will not make public any part of the researcher's work without mutual consent, except in the case of data collection to update the public records of the Museum's collections.
3. Access to the consultation of collections is subject to receipt of this conditions of access form and the daily application form of the items.
4. Research staff are always available for documentation in the mornings, subject to prior request and reservation of the date agreed with the museum library. The request for a consultation date may be modified, and a new date agreed upon by both parties whenever the needs of the museum and the calendar of other requests make it necessary, with prior delivery of the names and ID cards of those requesting the consultation.
5. Researchers who apply must undertake to follow the instructions of the museum staff at all times. Failure to comply with them may result in the termination of the consultation.
6. Some of the museum's collections are not available for consultation:
	1. Items in the process of cataloguing, organisation, reassembly or description.
	2. Special collections (negative, positive and glass plaques, delicate archive documents, non-digitised collections in general, etc.).
7. Group consultation must be specified on the application form but is limited and restricted to two people at any one time.
8. Digitised documents that have not been made public and accessible on the Internet can only be consulted in person. No copies of these documents may be disseminated in any case or under any circumstance. The working copy for the requested research remains reserved.
9. Objects not permitted during the consultation:
	1. Food and drink
	2. Sharp objects

Consultation of documentary collections

1. Only paper, pens, and electronic and photographic devices may be used during the consultation.
2. Documents shall be handled with gloves and on a surface covered with polyethylene foam.
3. All processes and equipment (tools, measuring procedures, etc.) are subject to the prior approval of the museum's technical staff.
4. The documents shall not be removed from the researcher’s study table. If it is necessary to move to another study area within the work area or laboratory, you will be supervised by the museum staff.
5. The applicant cannot consult more than exhibition storage unit at a time (always defined by the museum staff and for each type of object). No more than two records from two different storage units will be allowed to be taken out at the same time, when necessary.
6. The original labels will be respected, and must never be removed, scratched or defaced.
7. The materials may not be drawn by following the outlines of the documents or what is represented, nor may marks be made on their surface.
8. To prevent damage to documents, no objects will be placed on them, nor will any writing or tracing be done on the documents being consulted. Bending or leaning on the consulted documents or any other manipulation that could affect their integrity must always be avoided.

Image acquisition

1. The museum authorises the collection of photographs exclusively for research and educational purposes.

Publication of works/projects

1. Researchers must cite the MuEC in the writing of their work: Museu Etnològic i de Cultures del Món. MuEC
2. Researchers must cite the inventory/catalogue numbers of the documents when detailed and specific reference is made to them.
3. Researchers undertake to send a copy of their work to the MuEC library once it has been published.

Suspension of access to collections

1. Failure to comply with any of the terms of this agreement, including the commercial exploitation of documentation material without prior authorisation from the museum, will result in the suspension of access to the collections. [this is what we have taken from the first epigraph].

Signed in Barcelona, on

Name and surname(s):

To be completed by the musuem

**Copies of the material provided:**

**Supervisory staff signatures:**