**Protocol of access and consultation agreement between the MuEC 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 will be able to introduce 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 items, with the prior agreement of the researcher, 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. The opening hours for research staff are from 8.30 am to 2 pm, from Monday to Friday, subject to prior request and reservation of a date agreed with the museum. 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. Research staff 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 (textiles, delicate preservation objects, large format or delicate items when manipulated, etc.).
7. Group consultation must be communicated on the application form, detailing the number and names of the members of the group. The number of people and the numbers of simultaneous people may be limited.
8. Objects not allowed during the consultation:
	1. Food and drink
	2. Sharp objects

Material consultation

1. Only paper, pens, electronic and photographic devices may be used during the consultation.
2. Documents will 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 will not be removed from the study table for researchers. If it is necessary to move to another study area within the work area or laboratory, this will be supervised by the museum staff and will be carried out by placing the object in an enclosed case.
5. The applicant may not consult more than one exhibition storage unit at any given time (always defined by the museum staff and for each type of object). No more than two records from two different storage units can be taken out at the same time, where necessary.
6. A large number of items on top of the study table must be avoided to prevent danger during handling. Whenever possible, the number of items on the study table at any one time will be limited to one or two.
7. The original labels will be respected, and must never be removed, scratched or defaced.
8. The materials may not be drawn by following the outline of the pieces, nor may marks be made on their surface.
9. No samples or moulds may be taken, or any other action that has not been duly authorised by the museum.
10. Objects on display can only be consulted on Mondays.

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 numbers of the items 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, such as the commercial exploitation of documentation material without prior authorisation from the museum, will result in the suspension of access to the collections.

Signed in Barcelona, on

Name and surname(s)