

**08.06.2020**

## **Reopening of the Historical Archive of Banco de España COVID-19 Consultation rules for users**

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1. Any requests for consultation or information shall be received by means of the form available in Banco de España's website, and shall be answered strictly following the principle "first received, first answered".
  - a) Name and surname(s).
  - b) Spanish ID number for nationals [DNI] or foreigners [NIE] or other identification document.
  - c) Telephone and e-mail address.
  - d) Subject and dates under research.
  - e) Documents to be consulted (if known).
2. Consultations shall preferably be answered electronically.
3. The maximum number of digital copies which can be sent to a single user by consult is twenty-five.
4. When being physically present at the Archive can't be avoided, users must complete the following additional fields in the aforementioned form, in order to record:
  - a) Their justification for conducting an on-site consultation.
  - b) Their preferred dates for physical visit.
5. Visitors shall be attended exclusively by means of a prior appointment. The Archive shall confirm by electronic means the availability for appointments. Only a researcher per day shall be appointed. Consultations times shall be from 9:30 am to 2 pm.
6. Researchers shall attend the Archive wearing protective gloves and facemasks, which may be provided by Banco de España if needed. Protective gloves must be removed while consulting the documents. Cleaning hands with hand sanitizer, also provided by the Archive, shall suffice.

7. Researchers must use their own laptops; a wifi connection will be provided to them. They must also bring their own notebooks, pencils and erasers.
8. A maximum of ten documents per day, considering single documents, files or books, shall be served. If researchers are unable to end the consultation of the day of their visit to the archive, the relevant documents shall be placed by the researchers themselves in special containers in order to have them set apart for their exclusive manipulation thus eschewing the need for quarantining the documents.
9. If a digital copy of any document is required, researchers, even though they are in the reading room, shall request the relevant image copies by means of an e-mail, clearly identifying the documents which they wish to be digitalised. Using phone cameras to make photos of the relevant documents is not allowed.
10. Documents consulted in a research session shall be quarantined for 10 days. During this period, they may not be consulted by any other users or handled by Archive personnel until this period has elapsed, except in the case provided by rule 8 above.
11. Consultation of special materials such as maps, plans, drawings, etchings, photographs in any support, commercial records, promissory notes, books from the Auxiliary Library, video recordings and microfilms, shall not be allowed.