



INTERNAL REGULATIONS FOR LENDING ORIGINAL DOCUMENTS

1. Definition

Temporary loan of document to the unit that requests it, in accordance with the duties and administrative processing for which it is responsible.

The unit that receives an archive document on loan, temporarily assumes responsibility for its custody and integrity, until it is returned.

2. Terms of the loan

- a) The maximum loan period for original documents is one month. Nevertheless, a maximum justified extension of one month may be requested before the expiry of that term.
- b) In the case of documents that external users (researchers and the general public) consult with greater frequency, the loan may be reduced to ten working days.

3. Identification of the borrower

- a) The borrower is the person that the head of the municipal administration unit concerned has authorised to request, control and return the borrowed documents. Their details will be stored in the loan management system.
- b) The designation of the borrower must be made in writing beforehand, by the head of the requesting unit, stating the following details: name, surname(s) and ID number (DNI) of the borrower; name and address of the requesting unit, and name, surname(s) and position of the head of this unit.

4. Responsibility assumed by the borrower

- a) The borrower will be responsible for ensuring the custody, conservation, integrity and security of the documentation received on loan, as well as the protection of any personal data it might contain, until it is returned to the lending archive. The borrower may not, therefore, give the borrowed documentation to other natural or legal persons, except when applying a procedure established in regulations, and provided that the lending archive is given prior notification of the change of responsibility and custody.
- b) Under no circumstances may the procedural order or content of the files that are the subject of the loan be altered. This means that the internal order must be maintained and that no document may be added to or removed. In exceptional circumstances, the archive may authorise the insertion of documents when applying a procedure established in regulations, and with the prior modification of the file's list of contents.

- c) Under no circumstances may the borrowed documents be incorporated into another file.
- d) The borrower and, subsidiarily, the head of the requesting unit, will be responsible for the return of the document(s), as well as the damage or any circumstance whatsoever that might put at risk the documentation's integrity and good state of conservation during the loan period.
- e) The borrower must adopt maximum security and control measures for the documentation on loan, both with regard to the protection of any personal data that it may contain as well as its handling and consultation, to ensure the return of the documents is fully guaranteed.
- f) As far as personal data is concerned, measures must be taken to avoid their loss, improper access to the information, manipulation of the data and the integrity of the file.
- g) Should any incident occur, such as, for example, unauthorised access to personal data, alteration of the file contents through removal or loss, or the loss of the whole file, the borrower must notify this and respond to it, in accordance with the "Procedure for notifying, managing and registering hard-copy security incidents".
- h) It is recommended that documents be returned duly protected, to avoid incidents during their return to the archives.

5. Non-compliance with the responsibilities assumed by the borrower

- a) If more than three loans are not returned during the established period without an application for an extension, or if the borrower does not fulfil one of their assumed responsibilities, such as, for example, adding or removing documents from the file, the lending archive may temporarily suspend the loan service until the anomaly is resolved and will inform the head of the requesting unit to this end. That does not mean the requested documentation may not be consulted at the lending archive's facilities, under the terms and conditions established for on-site consultation.
- b) It is recommended that the requesting unit have a control instrument for borrowed documentation in order to avoid loss or misplacement.

6. Expiry of the return date

- a) To help the borrower comply with the return of documents, the lending archive will establish a periodic alert and recall service for documentation pending return, where the agreed return date for the temporary loan has been exceeded.

However, this must be seen as a help and reminder service that does not in any way replace the obligation of returning documents within the established period.

7. Exclusion of documents from the loan circuit

- a) All the documentation managed by the Barcelona Municipal Archives will be available for loan, except for documents which are excluded from loan or subject to a restricted loan conditions because of their age, their state of conservation or because they belong to a document series with special characteristics.
- b) Exclusions or restrictions may be for reasons of confidentiality, frequency of use, age, rarity or preservation. In general terms, the following documents are excluded from loan:
 - Files generated more than 30 years ago.
 - Records regarded as essential to the municipal corporation.
 - Document units in book format.
 - Files or document units in series which, because of the contents, state of conservation and format, require special control.
 - Document series that are considered to be important, for immediate consultation or confidential by the administrative units that produce them.

8. Procedure for requesting the loan of original documents

- a) Loan requests must be made in writing by completing the consultation and loan form through the archive intranet (intranet / archive / services / loan / document loan request form) or, in exceptional circumstances, by a message to the corresponding archive's corporate email address, stating the following information:
 - Name of the requesting unit and the name and surname(s) of the person in charge.
 - Full description of the document requested on loan.

Name and surname(s) of the person requesting the document, who must be identified as the borrower.
- b) A loan request must be made for each of the document units (files), and for a maximum of three on the same subject.
- c) If the request details are precise and complete, the archive will process the loan in a maximum of two working days following receipt of this request.
- d) In the event of the archive being unable to locate the requested documentation, the borrower will be notified that the search has been unsuccessful.

Barcelona, January 2015