

## Library Charter of Services and good handling practise

The BC expresses in the Library Charter of Services a commitment and a responsibility of the users.

In case of breaking the policies or the good handling practices of the BC that affects the normal operation of the Library, the Reader or Temporary Pass will be withdrawn

## Opening hours

- Monday to Friday, 9 - 20 h.
- Saturday, 9 - 14 h.
  
- Personal Loan and Registration and Copying Services finishes **30 minutes** before closing the library.
  
- Documents request and delivery service finishes **one hour** before the Library closes.

### Biblioteca de Catalunya

Carrer de l'Hospital, 56  
08001 Barcelona  
Tel. 93 270 23 00  
Fax 93 270 23 04  
E-mail [bustia@bnc.cat](mailto:bustia@bnc.cat)  
<http://www.bnc.cat/>

#### Access and Document Supply Service

- Information and Research Services  
Tel. 93 270 27 30  
Fax 93 270 23 03  
E-mail [info@bnc.cat](mailto:info@bnc.cat)

#### Document Delivery:

- Interlibrary Loan / Copying Services  
Tel. 93 270 23 00 (Ext. 84013157/84013163)  
Fax 93 270 23 04  
E-mail [pib@bnc.cat](mailto:pib@bnc.cat)

- Personal Loan and Registration.  
Tel. 93 270 23 00 (Ext. 84013158)  
-E-mail [carnet@bnc.cat](mailto:carnet@bnc.cat)

- Item Request:  
E-mail [reserves@bnc.cat](mailto:reserves@bnc.cat)  
- Loan for exhibitions  
Tel. 932702300 (Ext. 84013165)  
E-mail [expos@bnc.cat](mailto:expos@bnc.cat)

September 2017



## Admission Policy

Regulations



## Admission Policy

Biblioteca de Catalunya

[www.bnc.cat/](http://www.bnc.cat/)



## Access to the Biblioteca de Catalunya

The Biblioteca de Catalunya offers to everybody the possibility to visit their exhibitions, attend their conferences or ceremonies, and see the building. However, to use our Reading Rooms and to consult our collections you will need to register for a Reader pass.

It is required to be of legal age (over 18). People under 18 could have access to Reading Rooms when the purpose of their research would be the *Treball de Recerca*.

The need to consult the collections must be well justified in the petition. We will consider carefully each petition and we may direct you to other libraries or research centres more appropriate to your research.

The function of the Biblioteca de Catalunya is different from public and university libraries. The items are kept in different storages, and you have to search the Library's catalogues, make the request and wait between 40 minutes and 1 hour to consult them. Sometimes, depending on the item and on the deposit it is kept, you could wait 48 hours.

Lending and Reproduction Services are limited in order to guarantee the conservation and preservation of the documents for the future, according with the mission of the Library.

### How to register for a user?

- Bring your Identity Card or Passport, valid and original.
- Specify your subject research, you may do it in writing. The need to consult the collections must have a purpose of research or personal study, and may be proved by a researcher card, teaching card, professional membership card or student card).
- The photograph will be taken immediately by webcam.

### Temporary Pass or Reader Pass

- Temporary Pass: they are for eight days or for three months. They are issued to see occasionally the reference collections or the General Storage Collections.

- Reader Pass: Valid for five years, can be renewed when the same requirements are observed. You are allowed to accessing all the library collections, except those items that require a special approval.

### Use of the lockers

The lockers are for the exclusive use of the users of the BC, that should keep their personal belongings in them. The BC is not expected to keep suitcases, travel bags, or any other big item.

The users must enter the Reading Rooms only with the essentials for the research. **Briefcases, backpacks, bags, outer coats, jackets and any other personal objects must be left in the lockers.**

Lockers opening hours are the same as the BC, so after closing the Library the BC will empty the lockers and will send any item left to "Lost and Found".

The BC is not responsible for the objects kept in the lockers.

The BC provides clear and recycling plastic bags to carry the items you need for your research, and you are kindly requested to give them back when you leave the library.

The BC reserves the right to inspect lockers when justified.