

FUNDAÇÃO MUSEU NACIONAL FERROVIÁRIO

Regulations of the National Railway Documentation Centre Archives

Fundação Museu Nacional Ferroviário Armando Ginestal Machado (hereinafter Fundação Museu Nacional Ferroviário) is a public interest entity, incorporated by Decree-Law No. 38/2005, February 17, whose purpose is the study, preservation and appreciation of the Portuguese railway historical, cultural and technological heritage.

In order to attain its purposes, it established the National Railway Documentation Centre (hereinafter the Documentation Centre), which is intended for the collection, processing, preservation, dissemination and appreciation of Portuguese railway documentation.

Currently, the collection consists of archival and bibliographic documentation from the historical records of CP - Comboios de Portugal, E.P., and IMTT - Instituto da Mobilidade e dos Transportes Terrestres, I.P.

The oldest documentation dates back to the 1850s and started to be gathered at the Documentation Centre in 2008.

These regulations aim to define rules that guarantee the pursuit of the Documentation Centre's activities and to facilitate access to documentation by researchers and interested parties, ensuring the development of two fundamental principles: the *principle of heritage responsibility* and the *principle of access*. These regulations are intended to reach out for a balance between these two principles.

These Regulations became effective on April 16, 2008, having been approved and registered in Minutes by the Board of Directors of Fundação Museu Nacional Ferroviário.

Lack of knowledge regarding the operating rules of the Documentation Centre shall not exempt users from liability.

Services

Reference

The work tools are Descriptive Filenames (IDDs in its Portuguese acronym), namely guides, inventories, catalogues, files or databases, where document quotes and/or references to be consulted can be found.

Our technical staff is available to help and provide orientation to readers at all times. However, our information and research services may be charged, according to the attached fee list.

Reading room

A room where the requested documents are consulted, according to the guidelines mentioned below.

Certificates

Service where the certificates requested by readers are issued.

Reprographic service

Service where the reproductions of documents requested by the readers are carried out, according to the guidelines and the completion of a request form.

Opening hours

Documentation Centre

Monday to Friday, from 10 AM to 6 PM.

Reading Room

Monday to Friday, from 1 PM to 5:30 PM, by appointment and confirmation by email or phone.

DST (Daylight Saving Time) Hours

During summer months, our opening hours will vary in relation to normal opening hours. Our updated calendar is announced each year, at least one month before the day of its beginning.

General Access Conditions

1

The records of the National Railway Documentation Centre can be accessed by all readers of legal age, whether national and foreign citizens, as long as they provide proper identification.

Access to the Documentation Centre requires the presentation of proper identification at the entrance to the building. Only persons authorized by the Documentation Centre can have access to the Reading Room.

2

The preservation of archival records may imply restrictions on the consultation and reproduction of original specimens in poor condition or in accordance with legal provisions.

3

The Documentation Centre has a room for reading original documents and online access to scanned documents.

4

No documentation can be taken from the Documentation Centre premises under any circumstances

Consultation requests must be made in writing. They should identify the reason for the research, subject and chronological limits, and be sent by mail, fax or e-mail to the following contacts:

Address: Complexo Ferroviário da Estação do Oriente, Passeio do Báltico nº 6,
1990-036 - Lisbon

Phone: 211 027 541

Fax: 211 021 772

E-mail: cd@fmnf.pt

Website: <http://cd.fmnf.pt>

You cannot make more than three requests per day. However, in special cases that are duly justified and assessed by our technical staff, such a limit may be extended up to ten requests.

Each request only indicates one installation unit (box, book, cover, etc.).

If our technical staff finds out that such documentation is scanned, they will inform readers that the latter will not be able to consult the originals due to preservation issues.

After consultation, readers shall deliver the documents to the technical staff present at the Reading Room.

Readers are responsible for the specimens they receive, until the latter are returned and checked by our technical staff.

The documents set out in article 17 (2) (3), of Decree-Law no. 16/93, of January 23 (General Regime for Archives and Archival Heritage) are non-transferable.

The reproduction of documents, as well as the issuance of any certificates, will be carried out according to service priority and availability, with a date scheduled for their delivery. Fees are listed in a table attached to these regulations.

The payment of any reprographic and certification service fees must be in cash only.

8

Reproduction of documents kept by the Documentation Centre may not be subject to any form of publication or public use without the prior consent of Fundação Museu Nacional Ferroviário and conditions to be defined for each case. In any case, users who publish works containing information or reproduction of documents from the Documentation Centre, for commercial purposes or any others, must provide a copy of the works, free of charge, in addition to referencing the consulted documents.

9

The Documentation Centre has the Complaints Book available to its users.

10

Reading room rules

1. *Authorized material in the Reading Room:*

- 1.1 Only the following materials are allowed in the Reading Room: pencil, sheet paper, sharpener, eraser and a laptop (without the case).
- 1.2 Unauthorized material must be kept in the locker.

2. Prohibitions:

- 2.1 It is expressly forbidden to:
 - 2.1.1 Take any document from the premises, without prior authorization of the archive staff;
 - 2.1.2 Smoking, eating or drinking in the reading rooms;
 - 2.1.3 Stay in the Reading Room with:
 - 2.1.3.1 Bags, suitcases, packages, umbrellas, outerwear, briefcases;
 - 2.1.3.2 Books, magazines, photocopies, photographs;
 - 2.1.3.3 Photographic cameras or photo scanners;
 - 2.1.3.4 Audio player and data sharing devices (mobile phones);
- 2.2 Users, who do not comply with the provisions set out in this article, after being warned, will be invited to leave the premises, and according to the severity of such breach, they will be subject to the penalties of the law.

3. Documentation at risk:

- 3.1 All rare documents, whether old or at risk of deterioration, must be consulted in photocopy or digital format, in order to preserve the integrity of the originals.
- 3.2 The Documentation Centre reserves the right not to allow access to original documents that require special preservation care, because of their own characteristics.

4. Rules for handling items in the reading room:

An archival document is a cultural asset that should be used without putting its preservation in risk. As such, it is necessary to avoid aggressive or less careful behaviour while using or handling it:

- 4.1 Never place any object, even a book, over an open document;
- 4.2 Never fold the pages of a document;
- 4.3 Never straighten folded and creased pages or curled corners, as this can accentuate the deterioration;
- 4.4 Never lean over documents;
- 4.5 Never throw documents on the table. Treat them with care;
- 4.6 Never place documents on the floor;
- 4.7 Never open documents forcefully, do not roll up folios or leave books on the table on the base;
- 4.8 Never print letters or prints, underline, cross out, write or in any way damage documents;
- 4.9 Never use anything but a pencil in the reading room;
- 4.10 Never write on a document (open or closed);
- 4.11 Do not take to the reading room anything that could damage documents, such as food, glue, writing ink, adhesive tape, scissors and sharp objects;
- 4.12 Do not turn the pages with wet fingers;
- 4.13 Be careful when removing or placing documents in boxes or covers;
- 4.14 Never cut tapes that you cannot untie and do not open fasteners exerting too much effort;
- 4.15 Never try to separate pages that are pasted;
- 4.16 Do not remove documents from their order;
- 4.17 Report any anomaly you encounter to those responsible for the reading service to, but do not take the liberty to resolve it yourself;
- 4.18 Do not keep archival documents in your possession unnecessarily after the consultation is over;
- 4.19 Wear gloves whenever they are delivered to you;

- 4.20 Documents cannot be exchanged or borrowed between readers;
- 4.21 Readers must remain in the same place during their stay in the reading room;
- 4.22 Readers must inform their absence to the responsible technical staff, so that the documents remain in the reading room for a period of time greater than 30 minutes;
- 4.23 Each reader may only have one “installation unit” on their desk, that is, a book, a folder, a cover or a box. If there are two or more folders or covers in the box, you will receive only one box at a time.

11.

Review

These Regulations may be reviewed whenever necessary, for a more correct and efficient operation of the National Railway Documentation Centre.

12.

Effect

These Regulations become effective on the day following their approval.

Approved by the Board of Directors on 03/FEB/2010, on a proposal from the National Railway Documentation Centre of 02/FEB/2010.

Entroncamento, February 3, 2010

National Railway Documentation Centre

Request Form

	Request N° _____
Name _____	
Entity: _____	
Phone: _____ E-mail: _____	
<input type="checkbox"/>	I wish to receive information from FMNF in the future.
Research topic:	

Timeline/Estimated dates: _____	
Reference Code - Record/Section/Series: _____	

Title: _____	
Box N°: _____	
Date: _____ / _____ / _____	
	Signature: _____

National Railway Documentation Centre

Fees

Assisted Reference - Free

Reference on demand - 30.00€/request

Photocopies

A4 B/W– 0.30€

Colour – 1.50€

A3 B/W– 0.75€

Colour – 2.50€

Document Scanning

Colour – 12.50€

CD or DVD Writing

CD 2.00€

DVD 4.00€

Reproduction certification:

Up to 4 pages (inclusive) - 15€

From the 5th page - 2 € each

* VAT Prices at the applicable legal rate.

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Photocopy/Scanning Service

U.I (Box; Folder; Page)	Print	Digital	B/W	Colour	Document title (optional)

Name: _____

Entity: _____

Date: _____

No. of Photocopies B/W- A4:__; A3: _____

No. of Scanned Items ≥ A3: _____

No. of Photocopies Colour- A4:__; A3: _____

No. of Scanned Items ≤ A3: _____