



Rules regarding the consultation of the material of the INSTITUT CATALÀ DE PALEONTOLOGIA

Institut Català de Paleontologia

1.- Researchers from outside the centre will be allowed to access the paleontological collection. The curators will decide the conditions of the access if they are not specified under this list of rules, prior knowledge of the specialist researchers in that area.

2.- The visits need to be agreed, beforehand with the curators of the paleontological collection. A document will be required in which the visiting researcher specifies the reason of the consultation, what material he/she wants to consult and the expected time to do so. The request will be valid once the Institut Català de Paleontologia has validated the form and has agreed an appointment with the visiting researcher.

3.- The consultation is considered personal and nontransferable. The visiting researcher will have to agree to the following conditions:

- a) To preserve the material in adequate conditions, returning it in the same state as it was delivered.
- b) Not to carry out, unless prior permission, any manipulation which could risk the conservation of the paleontological elements to be consulted. Likewise, no treatment or moulds are allowed on the referred material.
- c) Any information referred to the material which is being studied, which modifies the taxonomic assignation, the description of an element, its origin or any other relevant information for the correct functioning of the collection, or its scientific significance, must be informed to the curators.
- d) To respect the existing labels which are attached to each piece, and not to make any changes on them. Any remarks made by the visiting researcher who is doing the consultation will be written on a new label provided by the curators of the Institut Català de Paleontologia. On this label all new comments will be noted, as well as the name of the person and the date on which they are made.
- e) The pictures taken shall not be used for a commercial purpose. Furthermore if used in publications they must be cited as pertaining to the Institut Català de Paleontologia collection.
- f) In case the consulted material is used partly, or as a whole, in a publication, the researcher must send a copy to the ICP.
- g) The researcher must fill in a form, once he/she has finished the consultation.

4.- The curators will be the ones to remove the material requested by the researcher, and they are the ones who will put it back in storage. No one will have access to the collection, unless accompanied by one of the curators.