

Intructions for ordering copies

If you want make the copies at the moment, please go to the copying service desk.

To place an order:

- Fill in the paper form or the web form: <http://www.bnc.cat/eng/Services/Reproduction-of-documents/Request-for-reproduction-documents>
- Accept the budget.
- Pre-pay the order by one of the several methods of payment.
- The delivery lead time starts after paying the order.
- Depending on the complexity of the order, the delivery time may change. You will be informed by phone or mail when the reproduction will be finish.
- The budgets expires in 30 days if we don't receive the payment.

Opening hours

Immediate service on Monday to Friday from 9 am to 7.30 pm and on Saturday from 9 am to 1.30 pm. The digital imaging services are just made to order. For orders and administrative procedures (budgets, bills...) it is open on Monday to Friday form 9.30 am to 14.00 am and from 4 pm to 6 pm.

Collecting the material

The picking up can be done in the library without cost, asking for the shipment by certified post mail (Spain: 8 € and abroad: 15 €) or by electronic delivery with Internet or e-mail (up to 100 files or 1GB, 1,00 €).

Use of the reproductions

The BC delivers the copies only for research purposes.

For other kind of purposes (public, comercial...) the petitioner will be responsible for obtaning de suitable permissions.

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
<http://www.bnc.cat/>

Opening hours:

On Monday to Friday from 9 am to 8 pm.
On Saturday, from 9am to 2 pm.

- Personal Loan and Registration and Copying Services finishes 30 minutes before closing the library.
- Document delivery services finishes one hour before closing the library.

Access and Document Supply Service

- Information and Research Services
Tel. 93 270 27 30
Fax 93 270 23 03
E-mail 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

- Personal Loan and Registration.
Tel. 93 270 23 00 (Ext. 84013158)
-E-mail carnet@bnc.cat
- Item Request:
E-mail reserves@bnc.cat
- Loan for exhibitions
Tel. 932702300 (Ext. 84013165)
E-mail expos@bnc.cat

October 2017



The Copying Service



The Copying Service

Biblioteca de Catalunya

www.bnc.cat/



Requests

You can request the reproductions that you need. The staff will advise you to choose the suitable reproductions regarding the documents.

Types of reproductions

TYPES OF REPRODUCTIONS	APPLICABLE REGULATIONS REGARDING THE MATERIAL		
	Photocopy	General Reading Room	General Store
	Reference materials from the Reading Rooms published later than 1900, 8 th , 4 th and Folio formats	Monographs: - later than 1958 and - 8 th , 4 th formats	Periodicals: - later than 1958 and - 8 th , 4 th formats Those not bind when possible
Scan copy (Reading Rooms and General Store)	General and Rare books Reading Room	General Store	General Store
	Reference materials from the Reading Rooms earlier than 1901 or fragile, or widely used, or GFolio	-All documents earlier than 1959	-All documents later than 1958 big formats or fragile
Scan copy (Rare books Reading Room)	All documents from Rare books stacks		
Computer prints (self-service)	All documents you can access from BC computers		
Digital Images	From all bibliographic documents		
Microfilm copy	From items available in alternative supports		
Audio recordings /AV	From sound and Audiovisual the required support: CD-R and DVD		

Delivery times

Types of reproductions	Delivery time
Photocopies, scan copies, and snapshots, LESS THAN 20	IMMEDIATELY
High quality digital images TO 20 REPRODUCCIONS Photocopies scan copies or colour photocopies. MORE THAN 20	24-48 hours
High quality digital images and microfilm photocopies MORE THAN 20 REPRODUCTIONS	15 days
Sound or audiovisual recordings	7 days

Public fees

Frequently consulted fees:

Photocopies A4-A3, scan copies, self-service photocopies, self-service photocopies of microforms, self-service prints	0,25 €u.
Colour photocopies	0,30 €u.
Snapshots	0,30 €u.
High quality digital images	1,00 €u.
CD and DVD support	1,00 €u.

View all prices

http://www.bnc.cat/eng/content/download/74533/1188463/version/3/file/2013_Preus_P%C3%BAblics.pdf

Frequently payment methods: payment can be made by cash or credit card at the copying desk, by bank transfer and also by money order.

You will find on the web or at the reference desk the valid fees published at the DOGC