



Consorcio Madroño

**Pasaporte Madroño
Agreement 2021**



Pasaporte Madroño

THE AGREEMENT

The libraries of the Consorcio de las Universidades de la Comunidad de Madrid y de la UNED para la Cooperación Bibliotecaria (Consortium of Universities of the Region of Madrid and the UNED for Library Cooperation), known as Consorcio Madroño, along with the National Library of Spain and associated institutions, granting this document the legal consideration that best fits, have adopted as common objective, to promote and facilitate research and communication among the members of their Universities and associated institutions.

I. SCOPE

A. This agreement is applicable to the member universities that make up the Consorcio Madroño, to associated institutions and to the National Library of Spain.

B. Users to whom this agreement may apply are:

- Teaching staff and researchers.
- Postgraduate students (official, applied and research master's degree).
- Research fellows with a teaching load.
- PAS (acronym in Spanish for "Administrative and Services Staff) of the Universities and associated institutions that make up the Consorcio Madroño.

Teaching and research staff and the PAS of the Universities and associated institutions that make up the Consorcio Madroño will be automatically considered as potential users of the Pasaporte Madroño service. Therefore, they will appear as such in the database of the libraries management platform once they sign the consent for the transfer of data.

PDI (acronym in Spanish for Teaching and Research Staff) and PAS users who wish to make use of the Pasaporte Madroño service must go to a library at their university, identify themselves as users with the aforementioned profiles, request the PM card and sign the "Borrower Responsibilities" document.

II. BENEFITS

Users who have the appropriate identification can make use of the collections on loan that the participating libraries provide for this service. With this same identification, they will also be able to automatically obtain the National Library of Spain's researcher card,

which will allow them to use any of its reading rooms and give them access to consult any collection and service thereof.

In the same way, those users of the Pasaporte Madroño belonging to other institutions may also access the reading room service of the Madroño Consortium universities, prior identification, with the access restrictions that are determined at certain times of the year in accordance with the conditions that each university establishes in its case

III. AVAILABLE DOCUMENTS

The libraries that make up the Madroño Consortium, with the reserves for the use and circulation of bibliographical and documentary materials that are statutorily applicable to each of them, make available to the Pasaporte Madroño Program (hereinafter PM) around 3,000,000 monographs belonging to a specialized fund as a complement to the basic collections of each institution.

IV. LOAN RULES

Quota: 4 volumes simultaneously.

Loan period: 30 days (minimum).

Reservations: Up to 2 simultaneous reservations of specialized stock monographs.

Renewals: 1, for the same period as the loan.

V. RESPONSIBILITIES OF THE BORROWER

A. Present the identification required in this agreement to the issuing library or institution.

B. Sign the documents for the granting of the PM that are submitted to them.

C. Comply with the regulations established for the PM.

D. Return the materials in person or by mail within the time period set by the PM.

E. Return the materials immediately, by express mail, when they are claimed by the borrowing library.

F. Pay the expenses caused by the damage or loss of the materials according to the guidelines established in each library associated with the PM.

G. Recognize that the abuses in the use of the loan can entail the temporary suspension or, if it is the case, the withdrawal of the PM for a period of up to six years.

H. Present the PM card at the borrowing library when it is required, along with the identification required by the library.

I. Comply with the rules of use, as well as any other regulations of the library, when making use of its facilities.

The universities and associated institutions undertake to cancel the personal data of the user who so requests and to communicate it to the other libraries so that they proceed in the same way, cancelling the data of that user if it appears in their file.

VI. RESPONSIBILITIES OF THE LIBRARIES

A. Each library or associated institution, before issuing the PM to its users, will verify that the petitioner complies with the established conditions and will provide them with the PM Agreement signed by the Universities and associated institutions of the Consorcio Madroño, which set out the operating rules of the service.

The National Library of Spain will provide a researcher card or a researcher + SDB (acronym in Spanish for Library Documentation Service) card to all those who have a valid PM or, upon arrival at the National Library of Spain for processing it, it will provide them with general information on the National Library of Spain and its rules of use.

B. The participating libraries and partner institutions will only issue the PM if the applicant meets the loan conditions established in their institution and, at that time, is not sanctioned.

C. They will also validate the requested documents for the PM, signed by the Head of the library or institution that issues the PM and by the user. A copy will be made to be filed in the source library or institution and the original will be provided to the user. Likewise, the PM's expiration date and user profile will be recorded in the PM itself.

D. The source libraries will collaborate with the destination libraries and associated institutions in the recovery of the materials loaned and not recovered, by establishing contact with the user involved and, if necessary, by initiating the actions approved in this agreement.

E. Each library or institution will provide the Technical Directorate of the Consorcio Madroño with annual statistics by profile of:

1. Number of issued passports.
2. Number of received passports.
3. Number of services performed.

The National Library of Spain will provide, at least annually, a statistic indicating the number of its users who have accessed it through the PM.

The expiration date of the cards will be the end date indicated in the contacts database of each participating university or institution.

In the event that such date exceeds 5 years, a period of 5 years from the date of grant/renewal will be reflected on the card.

The universities, having interconnected computer systems, will use the expiration date to provide the service that is transferred from the source university.

The appropriate renewals may be carried out if after such date the profile is kept in the database.

VII. USER IDENTIFICATION

The PM card is a personal and non-transferable document. The identification of the PM users will be made by means of the relevant updated PM card and the DNI (National Identity Card) or any other identification document with legal validity.

Once the National Library of Spain card has been obtained, the identification of the users within it will be carried out through the updated National Library of Spain card.

VIII. OFFICERS AND TROUBLESHOOTING

Each university or institution participating in the service will designate at least one officer for the PM. The tasks entrusted to the officer are as follows:

1. Guarantee and coordinate the supply and distribution of the PM cards and documents.
2. Guarantee that the PM rules are known in all the libraries of the universities and associated institutions which are signatories of this Agreement, as well as facilitate / supervise the required procedural guidelines for their institution.
3. Notify the officers of the libraries participating in the PM and the Technical Directorate of the Consorcio Madroño of specific relevant problems that arise with certain users (recurrent delays in the return, suspension of the PM, serious or very serious infractions ...) for their resolution.

IX. SANCTIONS

1. The following are considered very serious infractions:

- a) The theft of bibliographic funds.
- b) The non-return of bibliographic funds.
- c) The commission of crimes or criminal offences in the facilities of the associated libraries or institutions.
- d) The improper use of the facilities and equipment of all kind in the libraries and institutions that cause serious damage. Public order disturbance in the library services that causes serious damage will be considered, among others as such.

2. The malicious or negligent deterioration of the bibliographic funds or the inappropriate use of them are considered serious offences.

3. The following are considered minor offences:

- a) Failure to comply with the deadlines established for the return of bibliographic funds and, in general, any other deadline (these deadlines may vary for each of the libraries).
- b) Minor public order disturbance in the library services.

4. Without prejudice to the corresponding criminal and administrative responsibilities, very serious infractions, depending on the circumstances and damage caused, may be sanctioned with the withdrawal of the PM for a period of up to six years.

In the case of non-return of the bibliographic material, the user, in any case, will be obliged to acquire a new copy. If it is an out-of-print work that the user cannot replace, an appropriate procedure will be stipulated according to the estimate of the corresponding library. However, when the good faith of the user can be appreciated from the present circumstances (for example, loss or theft by a third party), that acquisition or replacement action will entail the suspension of the sanctioning file or, once it has concluded, the attenuation or lifting of the sanctions imposed.

5. Serious infractions, depending on the circumstances and damage caused, may be sanctioned with the withdrawal of the PM for a period of up to one year. In addition, access to the library or associated institution may be prohibited for a period of up to one year. In any case, the user will be obliged, according to the criteria of the library, to take care of the repair of the bibliographic material, the acquisition of a new copy or the pertinent replacement procedure.

6. The minor offences may be sanctioned with any of the sanctions that, for this type of offence, establish the loan regulation of the corresponding affected library or the regulation of higher rank of the member university.

7. PM officers of each university or institution must inform the technical office of the Consorcio Madroño, at least of those serious or very serious offences of which they are aware, so that they can proceed to the resolution of their consequences and the application of the corresponding sanctions. It is not mandatory to report minor offences although it can be done if the collaboration of the technical office is desired to resolve their possible consequences.

8. Sanctions for very serious offences must be approved by the Governing Board of the Consorcio Madroño at the proposal of the corresponding affected institution.

9. Apart from the sanctions applied by the different libraries to users in the Pasaporte Madroño service, the sanctions that come from the sources universities to their users will be respected in any case and will be incorporated each time a user's registry is recovered or updated through the Fulfillment Network of the library management platform.

10. The National Library of Spain, without prejudice to the corresponding criminal and administrative responsibilities, reserves the right to withdraw their card from those users who fail to comply with the Regulations for the use of the National Library.

X. REVIEW AND ASSESSMENT

The Program and possible changes and / or variations of this Agreement will be assessed annually.

XII. APPOINTMENT OF OFFICERS

I authorize (name and location information of the person) as officer for the PM program for the university that I represent.

UAH Officer name: Ainara Cisneros Azpiazu
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Officer of the Project Coordination Department in the National Library of Spain (BNE)

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Director of the University Library
UNIVERSITY OF ALCALÁ

Signature Mr. Santiago Fernández Conti
Director of the Library
AUTONOMOUS UNIVERSITY OF MADRID

Signature Mrs. M^a Teresa Malo de Molina
Director of the Library
UNIVERSITY CARLOS III OF MADRID

Signature Mrs. Isabel Calzas González

Director of the Library
NATIONAL DISTANCE EDUCATION UNIVERSITY

Signature Mrs. María Boyer Lagos
Director of the University Library
POLYTECHNIC UNIVERSITY OF MADRID

Signature Mrs. Soledad Vicente Rosillo
Director of the University Library
UNIVERSITY REY JUAN CARLOS

Signature Mr. José Luis Bueren Gómez-Acebo
Technical Director
National Library of Spain