

ACCESS POLICY & RULES FOR HISTORIC AND SCIENTIFIC COLLECTIONS (CH&C) OF TROPICAL RESEARCH INSTITUTE (IICT)

ARCHIVES, SCIENTIFIC COLLECTIONS AND RESEARCH LIBRARIES

Access Policy

The CH&C (Historical & Scientific Collections) of IICT are available for consultation and research, in person, through three services open to the public: the Overseas Historical Archive (AHU), the Tropical Botanical Garden (JBT) and the Centre for Documentation and Information (CDI); and remotely via databases, specialized portals and the IICT computer platform, Digital Tropical Science Archive (ACTD), created under the pilot project Scientific Archive for the Tropics, following the *Portuguese Initiative*, launched by IICT, in 2005, in response to the commitment made by Science and Technology Ministers of the Community of Portuguese Speaking Countries (CPLP), in Rio de Janeiro in 2003 and reaffirmed in 2004 in Maputo and Luanda in 2005.

IICT services open to the public have their own rules for direct access to archives and collections in the reading rooms and in the collections research rooms, but in general IICT requires previous registration of the researchers (including those ordering by mail, phone, or email), using the **'researcher registration form'** (see below).

Collections' storage areas are restricted to IICT authorized staff. All visitors will be accompanied at all times by authorized IICT staff when in scientific collection storage areas or when working in open exhibits.

Access to scientific collections not directly available in the AHU and CDI reading rooms and/or to a restricted area is made by appointment only. A separate appointment for each collection is required, addressed to the respective curators as far in advance as possible. At least five days in advance, but it does not guarantee staff availability.

Access restrictions due to Law, conservation and safety conditions and staff availability, are applied for all users.

General Rules

- ✓ Users of the reading rooms or research rooms should always follow the access rules of IICT open services: AHU, JBT and CDI.
- ✓ Access to storage areas is exceptional and requires previous advisement of the curator and when considered imperative authorization of the Directive Board.
- ✓ Reading rooms of AHU and CDI have public opening times and closure dates and JBT research room opens when supervisory staff is available.
- ✓ Researchers must access to IICT archival and bibliographic holdings in the readings room only.
- ✓ Researchers must work with scientific objects in the research rooms only, whenever possible.
- ✓ The IICT archives are not lending items. All materials must be used in the reading rooms. The IICT library materials and biological collections can be loaned under the established “Conditions of Loan”.
- ✓ Food and beverages are prohibited in researcher rooms or reading room.
- ✓ Handbags, coats, cases, packages, backpacks, and all opaque carried items are not allowed in the reading or researcher rooms.
- ✓ Only lead pencils may be used in the reading room, research room or storage area for note taking.
- ✓ The use of any equipment, such as personal computers and mobile phone, must not bother other researchers or staff.
- ✓ Scanners, portable photocopy machines, and cameras with flash and/or tripod are prohibited.
- ✓ Photocopying and digitization services are available in the CDI and AHU, under payment, within legal limits and technical availability.

- ✓ Permission to obtain a copy for scholarly purposes does not authorize publication, including use on the internet, exhibition, distribution, reproduction or production of derivative works. Permission for such uses must be obtained in writing form.
- ✓ The IICT reserves the right to limit access to fragile or restricted collections.
- ✓ Researchers who disregard these rules or endanger the records or the work of others will be denied access.
- ✓ The use of information derivate from collection or archives of IICT requires the adoption of the citation and acknowledged rules.
- ✓ The IICT, as a courtesy, requests one copy of any publication; CD-ROMs; screen captures of World Wide Web work, derived from work on the collections, or which contain photographs of objects in the collections or copies of documents in the archival collections.

Handling Procedures

- ✓ Archival materials should be handled with the utmost care. Researchers must maintain the original order of documents within their folders.
- ✓ No attempt should be made to reorder or rearrange the documents or folders or to repair any physical damage to archival material or scientific objects.
- ✓ The removing and replacing of biological specimens in the storage cabinets can only be made by staff-member.
- ✓ Instructions from the curatorial staff on the handling of scientific objects will be provided to the researcher and must be strictly followed.
- ✓ Manuscripts, books, or scientific objects may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them.
- ✓ New determinations or confirmations in biological specimens will follow the established specific rules.

- ✓ Cotton gloves must be used when handling photographic images. The curatorial staff may also require the use of cotton or latex gloves for other materials and objects.

Researcher Registration Form

Name: _____

Date: _____

ID Card, Passport Number: _____

Institutional Affiliation: _____

IICT Status (applicable for IICT users): _____

Work Address: _____

Phone: _____ Fax: _____ Email: _____

Home Address: _____

Phone: _____ Fax: _____ Email: _____

Previous user number (applicable for AHU, and CDI users) _____

Proposed dates of the visit (applicable to scientific collections material): _____

Type of material to order: _____

Purpose of the Research: _____

Publication Plans, if any (Publisher, Type of Publication, Date, etc.):

Services open to the public:

AHU – Ana Canas

Calçada da Boa-Hora 30, 1300-095 LISBOA

<http://www2.iict.pt/?idc=89>

Email: ahu@iict.pt

CDI – M^a Conceição Casanova

Rua General João de Almeida, 15, 1300 – 266 LISBOA

<http://www2.iict.pt/?idc=90>

[Email: cdi@iict.pt](mailto:cdi@iict.pt)

JBT – M^a Cristina Duarte

Travessa Conde da Ribeira, 9, 1300-142 LISBOA

<http://www2.iict.pt/jbt/>