

FAQs: Document reproduction

1. CAN I PHOTOCOPY OR SCAN LIBRARY BOOKS AND MAGAZINES?

You can make yourself direct reproductions (photocopies or scanned images) of up to **20% of a book or a complete article from a periodical**, in both cases, provided it was published **after 1958**.

If you need a larger number of copies, or of a different collection than those explained above, please contact the [special reproduction request service](#) and make your request using the [form](#) on our website.

Please note that reproduction causes deterioration of the works, so this can only be done when the condition of the work allows so. Works should not be opened at a forced angle to avoid damaging the bindings, and always in accordance with the recommendations offered by the Library staff.

Only photocopies or scans of BNE documents are allowed.

2. WHY ARE THERE RESTRICTIONS ON MAKING REPRODUCTIONS?

The restrictions and limitations for the reproduction of certain collections are based on the respect of the legislation in force –Intellectual Property Law and Personal Data Protection Law– or on measures aimed at conserving and making good use of the collections, specifically all the collections published prior to 1958.

The Document Supply Service manages various reproduction processes for its collections, providing alternative formats to direct reproductions. Go to its [website](#).

3. WHY CAN'T I MAKE REPRODUCTIONS OF BOOKS PUBLISHED PRIOR TO 1958 BY MYSELF, OR OF MORE THAN 20% OF THEM?

Because the indiscriminate use of reproduction equipment produces damage to bindings and contributes to the deterioration of paper. The Legal Deposit Act came into force in Spain in 1958 and this Act establishes the number of copies that must be held by the Biblioteca Nacional de España in order to ensure the conservation of Spanish publishing production. Copies published before 1958 were not subject to the Legal Deposit Act, meaning that sometimes the copies kept are unique to the Library and must therefore be protected with special care from reproduction and digitisation processes that could accelerate their deterioration.

Furthermore, we must protect the authors, in accordance with the provisions of the Intellectual Property Law and the BNE-CEDRO Agreement, which establishes this percentage of reproduction for the private use of BNE users.

If you need a larger number of copies, or copies from a collection published before 1985, please contact the [special reproduction request service](#) and make your request using the [form](#) on our website.

4. HOW CAN I OBTAIN REPRODUCTIONS OF BNE DOCUMENTS?

There are three ways to obtain reproductions of your documents at the BNE:

- **Self-service:** direct reproductions, up to a maximum of 20% of a book or a complete article from a periodical, in both cases provided it was published after 1958. As long as the state of conservation allows so and it is part of the BNE collection.
- **On request:** through the [form](#) on the website. To obtain a greater number of copies or a document published prior to 1958. Copies of the BNE's collections can be requested in digital format or paper format, and when applicable through audio or video recordings.
- **Self-copy:** through this service and subject to the permission of the room's staff, BNE users are authorised to take photographs of the BNE collection with mobile devices. This is only permitted for bibliographic and documentary collections published prior to 1880, in any case free of rights, and which are in a good state of conservation.

5. CAN I USE REPRODUCTIONS OF THE BNE COLLECTION IN PUBLICATIONS, EXHIBITIONS, ARTICLES, WEBSITES, ETC.?

The BNE is responsible for the collection published in Spain in compliance with the Legal Deposit regulations, as well as the institution that conserves, manages and disseminates all Spanish bibliographical heritage. However, it does not own the existing copyright.

Therefore, the BNE does not authorise public use of works that are not in the public domain. In these cases, the relevant procedures must be carried out by the interested parties themselves with the holders of the copyrights or through the rights management entities ([AGEDI](#), [AIE](#), [AISGE](#), [CEDRO](#), [DAMA](#), [EGEDA](#), [SGAE](#) and [VEGAP](#)).

If the work is not under copyright, the public use of images from the Library is free of charge and does not require prior authorisation; it is enough simply to cite the source of the images with the following credit: **“Images from the holdings of Biblioteca Nacional de España”**.

You can consult the regulations on the use of BNE reproductions [here](#).

6. WHAT WORKS ARE CONSIDERED TO BE IN THE PUBLIC DOMAIN?

The Intellectual Property Law establishes the exploitation rights of the works in its Article 26. These exploitation rights are in force throughout the author's life and 70 years after his or her death, with the exception of authors who died before 7 December 1987, for whom the 80-year duration regulated by the 1879 legislation applies.

Once these rights have expired, the work is considered to be in the public domain.

7. WHAT ARE THE LIBRARY'S REPRODUCTION FEES?

You can consult the [prices of reproductions](#) governed by public prices on the Library's website.

8. HOW CAN I PAY FOR REPRODUCTION REQUESTS?

You can pay for any reproductions and uses that you request by **credit or debit card** (online or in person at the BNE), by bank **transfer** to a current account, or by paying in **cash** at the BNE.

9. HOW LONG DO THE SPECIAL REQUEST REPRODUCTIONS TAKE?

In compliance with the [BNE Service Charter 2018-2021](#), the Library undertakes to **communicate the estimate** within a period of 10 working days, and to **send the documents reproduced** within a maximum of 20 days from receipt of payment.

10. HOW ARE THE SPECIAL REQUEST REPRODUCTIONS DELIVERED?

You can receive your special request reproductions via **digital download**, collect them **in person** at the BNE's facilities, or have them sent by registered mail to a specified address.