



READER'S GUIDE

BIBLIOTECA
NACIONAL
DE ESPAÑA



BIBLIOTECA

SAN ISIDORO

BIBLIOTECA NACIONAL DE ESPAÑA

- Nature and functions
- Access and user cards

DOCUMENTS SEARCH

- General catalogues
- Online catalogues
- Other catalogues

SERVICES

- Archive Searches
- Bibliographic information
- User training
- Archive reproduction
- Interlibrary loan
- Library consultations
- Other services
- Wifi and Internet
- Electronic headquarters

READING ROOMS

- Bibliographic and Library Information Room
- Maria Moliner Reading Room
- Larra Newspaper and Journals Room
- Cervantes Room
- Goya Room
- Barbieri Room
- Alcalá de Henares Reading Room

ACCESS

- Location
- Opening hours



NATURE AND FUNCTIONS

The Biblioteca Nacional de España (henceforth BNE) is Spain's highest library institution and a key centre for research into Hispanic culture. In accordance with the terms of Act 1/2015 of 24 March 2015, its main functions are:

1. In the course of its functions, to compile, catalogue and ensure the protection, enrichment, conservation and transmission of the Spanish bibliographic and documentary heritage.
2. To guarantee access and diffusion for its collections in order to foster their use as a means of cultural, social and economic enrichment.
3. To promote and develop library policies related to the bibliographic and documentary heritage of the Spanish State.



ACCESS AND USER CARDS

To use the services of the BNE, it is necessary to hold a user card. Access is free for exhibitions, cultural and educational activities, or visits to the BNE's public spaces.

General information about the library is provided in the General Information and User Cards Room. Two types of cards are issued, depending on the characteristics of the documents to be consulted, both valid for five years:

- **Reader's card:** for anyone interested in consulting physical collections published after 1958 (as long as their state of conservation allows it) and/or digitised or microfilmed collections prior to the same date.
- **Researcher's card:** allows access to all the library's collections (as long as their state of conservation allows it).

Both types of card entitle the holder to use the borrowing service of the Library Documentation Collection (SDB).

2nd floor, lobby
acceso@bne.es

(+34) 91 580 78 23

(+34) 91 580 77 19

(+34) 91 580 78 05

DOCUMENTS SEARCH: CATALOGUES

The BNE offers access to different catalogues that allow users to locate the works in its archives.

GENERAL CATALOGUES

General online catalogue

Where users can consult the bibliographic references of all the documents preserved in the library (books, newspapers, journals, graphic and cartographic documents, sound recordings, score sheets, audiovisual documents, archival material, manuscripts, etc.). From the catalogue itself, users can access BNE Catalogue's User Guide, which provides detailed information on how it works, search strategies, etc. (<https://catalogo.bne.es/>).



BNE Authorities catalogue

This catalogue allows you to search for records of persons, corporate authors, conference names, subject terms, geographic names, genre/form terms, and uniform titles of works. From the authorized terms, you can navigate to related records.

BNE Data

Website complementing the BNE catalogue. Apart from the data users can find in the general catalogue, it also contains general information from other sources (<https://datos.bne.es/>).

ONLINE CATALOGUES

Hispanic Digital Library (BDH)

Free portal providing access to thousands of digitised BNE documents (<https://bdh.bne.es>).

Digital Periodical and Newspaper Library

Provides access to the digital and historical collection of newspapers and journals, published between the late 17th century and the present day (<https://hemerotecadigital.bne.es/>).

Spanish Web Archive

Collection made up of websites (including blogs, forums, documents, images, videos, etc.) compiled with the purpose of preserving the Spanish documentary heritage on the Internet and ensuring access to it. For consultation only on the premises of the BNE and at the conservation centres of the Autonomous Communities (Comunidades Autónomas).



Collective Catalogue of Periodical Publications (CCPP)

It collects bibliographic registers and the location of Spanish and foreign periodical publications preserved at over 1 100 Spanish libraries. It is maintained and updated by the BNE.

It was started in 1968. It is linked to the Directory of Spanish Libraries and Newspaper Libraries.

Collective Catalogue of Bibliographic Heritage (CCPB)

The Collective Catalogue of Bibliographic Heritage (CCPB) includes the description and location of books and other bibliographic collections, deposited in public or private Spanish libraries and institutions, which due to their age, uniqueness or richness form part of the Spanish Bibliographic Heritage.

For further information on available catalogues, users may consult the librarians in the Bibliographic Information Room and the BNE website.



SERVICES

ARCHIVE SEARCHES

The various materials forming the BNE collections are available for consultation in different rooms: María Moliner Reading Room, Larra Newspapers and Journals Room, Cervantes Room, Goya Room, Barbieri Room, Bibliographic Information Room, and Alcalá de Henares Reading Room.

To locate a document, take the following steps:

1. Locate the work in the library catalogue.
2. Depending on the need, make a direct request or advanced request for documents from the catalogue.
3. Once the request has been validated, go to the room where the document will be brought to you. In the case of an advanced request, you will receive a notification informing you that the work is available for consultation in the corresponding room. You can make an advanced request for the collections you need to consult on a specific day.
4. Request the work from the library staff in the reference room.

In any case, up to 10 works may be requested by advanced request, which will be kept reserved for 15 calendar days, and 3 works by direct request, at the same time.

Attention: if the document is at the Alcalá de Henares site, it will be delivered within 24 to 48 hours.

This service is provided in accordance with the regulations for the handling of archives preserved at the BNE, which may be consulted on the website.



BIBLIOGRAPHIC INFORMATION

In the Bibliographic Information Room, guidance is provided on the collections and information about the resources of the BNE and other libraries and institutions. It provides an extensive collection of reference works freely available for consultation in the Room. Information is also provided for future library, archive and museum professionals on bibliography, courses and work opportunities, and part of the Library Documentation Collection (SDB) is available for them to borrow.

Meanwhile, the Cervantes, Barbieri, Goya, and Larra Rooms offer specialised bibliographic information on their collections.

USERS TRAINING

Monthly, alternating between on-site and online formats, User training sessions are held to instruct users on the services, collections and characteristics of the BNE's reading rooms, so that users who so wish can broaden their knowledge of the library and the possibilities it offers for consulting and searching for information. For more information, and to sign up, please visit the BNE website.



The BNE offers an archive reproduction service with the aim of facilitating access to information, taking into account the library's obligation to ensure the proper conservation of its bibliographic heritage and current legislation on intellectual property. The regulations regarding this service may be consulted on the BNE website.

There are different ways of obtaining reproductions:

Self-service

Direct reproductions of up to a maximum of 20% of a book published after 1958 or of a complete article from a periodical published after 1958, provided that the state of preservation allows it. These steps should be followed for the use of photocopying machines:

1. Create an account from the computers for library users. The account is personal to each user, who manages it and can see the activity carried out on it.
2. Charge the account with balance by accessing with username and password to the link 'Reprografía_lectores', enabled in all the computers for library users, and charging the account with the required balance (only credit/debit card payment is allowed).
3. To make the reproductions on the multifunction equipment, distributed in each of the library's consultation rooms, and in the space before the entrance to the 'Mesetón' in the María Moliner Reading Room, on the 2nd floor.

Paper originals of daily newspapers cannot be copied.

Autocopy

The autocopy service allows the user to photograph copyright-free works in a good state of conservation with a compact camera, phone or tablet, with prior authorisation from the reading room staff. In the case of documents with current copyright, images taken with the prior authorisation of the room's staff may be used exclusively for study and research purposes, always respecting current legislation on copyright, intellectual property and personal data protection. Users will be held legally responsible for any illegitimate or improper use of the images obtained with their equipment at the BNE.

On request copies

Using the document reproduction application form, to be found on the website.

General information on the application process:

(+34) 91 580 77 36 (information)

(+34) 91 580 77 57 (budget)

(+34) 91 580 78 91 (budget)

info.repro@bne.es



The BNE offers two types of interlibrary loan:

- 1. Interlibrary loan for users.** Users with a BNE card can access documents that are not in the library's collection, but are in other Spanish and foreign libraries, either by reproducing or borrowing the original work. Any document may be requested, although the lending library will define the lending rules and it may only be consulted in the rooms established for this purpose. The user must pay the cost of the service given by the lending library in advance. The BNE does not charge for the service.
- 2. Interlibrary loan for libraries.** The BNE will offer a copy in PDF, of up to a maximum of 20% of a book or a complete article from a periodical after 1958, provided they are in a good state of preservation. Requests must be submitted using the form available for this purpose on the website.

For the reproduction of all other materials, users would have to use the on request copy service.

Users can consult all the detailed information on the BNE website.

(+34) 91 580 78 99
prestamo@bne.es

LIBRARY CONSULTATIONS

Through the form available on the BNE website, this service provides free of charge, bibliographic information on any subject and on the library's holdings and collections, as well as on the library's services in general.

WIFI AND INTERNET

The BNE offers Wifi connection throughout the building and has, in all its rooms, computer stations enabled for Internet consultation and information resources protected by intellectual property rights in force.

ELECTRONIC HEADQUARTERS

<http://sede.bne.gob/es/SedeElectronica/>

From the BNE's electronic headquarters, users can process the complaints and suggestion forms with their electronic certificate or ID 'Cl@ve permanente'.

READING ROOMS

The BNE has a total of seven reading rooms. One is at its site in Alcalá de Henares, and the other six in the main building at Recoletos, in Madrid city centre, differentiated among themselves by their specialised contents. All hold reference archives within their specialisations.

In order to access to the rooms of the BNE's Recoletos Headquarters, users have to go up the building's main staircase. Users with impaired mobility can enter on the ground floor and use the lifts. If they so request, they will be accompanied by BNE assistance staff members. Wheelchairs are also available for anyone who needs them.

As a rule, direct requests for documents will be accepted until 19:00h.



BIBLIOGRAPHIC AND LIBRARY INFORMATION ROOM

In this room, users can consult the collection of general and specialised bibliographies, databases, catalogues of other Spanish and foreign libraries and reference works. In addition, users can also access the Library Documentation Collection (SDB), where they can find works specialising in Library Science, Archivistics, Documentation, History of Books and Publishing, and Museology. It is the only collection with a borrowing service. It offers the following services: autocopy, photocopying, computer workstations and Wifi.

2nd floor, North area.

(+34) 91 580 78 06 bib@bne.es

(+34) 91 580 77 00 info.sdb@bne.es

MARÍA MOLINER READING ROOM

Here users can consult the collection of monographs published from 1830 onwards that are kept in the library. It also has a freely accessible collection, generally reference works, which may be taken directly from the Room's shelves. It offers the following services: autocopy, computer workstations and Wifi.

2nd floor, Central Area

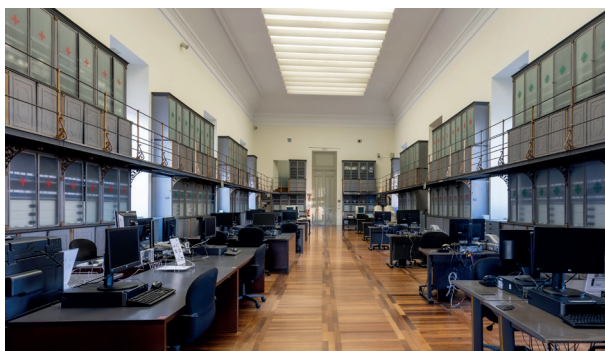
salon.general@bne.es

(+34) 91 580 78 37

LARRA NEWSPAPERS AND JOURNALS ROOM

In the Larra Room, users may consult newspapers, official gazettes and journals, both on paper and on microform, digitised or digitally published, which form part of the BNE's collection. It offers the following services: photocopying, autcopy, computer workstations, microform readers and Wifi.

4th floor. North area
sala.prensa@bne.es
(+34) 91 580 77 07
(+34) 91 516 89 19



CERVANTES ROOM

In this room, users may consult antique and modern manuscripts, incunabula, printed documents from 1501 to 1830, first editions and special works from later centuries, plays, Cervantes's collection and documentation from the BNE Archive. It offers the following services: autcopy, microfilm readers, computer workstations and Wifi.

2nd floor. South area
sala.cervantes@bne.es
(+34) 91 516 89 85
(+34) 91 516 81 14

BARBIERI ROOM

In this room, users may consult handwritten and score sheets, personal and organizational archives, sound recordings, video recordings, video games, programs, the Spanish Web Archive, and monographs and journals on music, film, and video games. It offers the following services: autocopy, self-service (photocopying), consultation playback equipment, computer workstations, audio induction loop collars, and Wifi.

4th floor. South area
sala.barbieri@bne.es

(+34) 91 516 89 09 (Barbieri Room)
(+34) 91 580 77 30 (Barbieri Room)
(+34) 91 516 80 13 (Barbieri Room)
(+34) 91 516 80 35 (Score sheets)
(+34) 91 580 78 07 // (+34) 91 580 77 71
(Sound and audiovisual documents)



GOYA ROOM

In the Goya Room, users may consult the graphic works that form part of the BNE's collections: drawings, engravings, photographs, ex libris, ephemera, posters and cartographic and geographic materials, both ancient and modern. It offers the following services: autocopy, microfilm readers, computer workstations and Wifi.

Ground floor. South area

sala.goya@bne.es

(+34) 91 516 89 56/91 (Goya Room)

(+34) 91 580 78 15

(+34) 91 580 77 81 (Drawings and engravings)

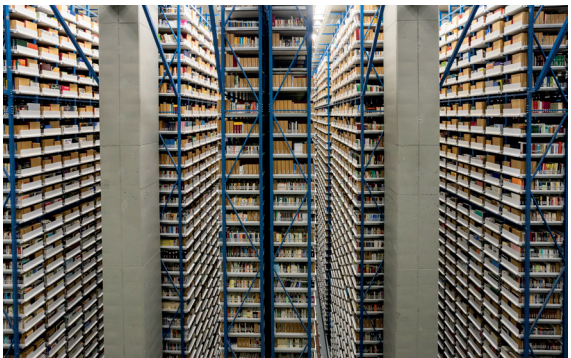
(+34) 91 580 78 13 (Cartography)

ALCALÁ DE HENARES READING ROOM

In the Alcalá Reading Room, users may consult collections of all types conserved in the deposits of this site and thus indicated in the catalogue of the BNE with the mention 'Sede de Alcalá de Henares'. It offers the following services: autocopy, computer workstations, photocopying, microfilm readers and Wifi.

sala.alcala@bne.es

(+34) 91 883 24 02



ACCESS

LOCATION

RECOLETOS HEADQUARTERS

Paseo de Recoletos, 20-22
28001 Madrid

(+34) 91 580 78 00 (Call center)

acceso@bne.es

www.bne.es

MEANS OF TRANSPORT:

Metro: line 4, Colón and Serrano stations

Buses:

1, 5, 9, 14, 19, 27, 37, 45, 51, 53, 74 and 150

RENFE Cercanías: Recoletos

There are 40 parking spaces available for bicycles

Nearest BiciMad stations:

10, 93, 94, 110

ALCALÁ DE HENARES SITE

Avda. Punto Es, s/n

(Universidad de Alcalá Campus)

Road from Alcalá de Henares to Meco,

Km 1,600

28805 Alcalá de Henares

(+34) 91 883 24 02

sala.alcala@bne.es

RECOLETOS

In general, the opening hours of the reading rooms and main services of the BNE are:

Monday to Friday, **9:00 to 20:00h.**

The reading rooms will start to be vacated 15 minutes before the library closes.

The opening hours for the exhibitions at Recoletos Headquarters are:

Educational Area *El Infierno y las Maravillas* and temporary exhibitions rooms (Ground Floor):

Monday to Saturday, **10:00h to 22:00h**

Sunday and holidays, **10:00h to 14:00h**

Anteroom to the Maria Moliner Reading Room (2nd floor)

Monday to Friday, **9:30h to 20:00h**

Saturday, **9:30h to 14:00h**

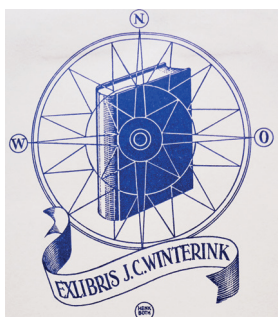
Sunday and holidays **closed**

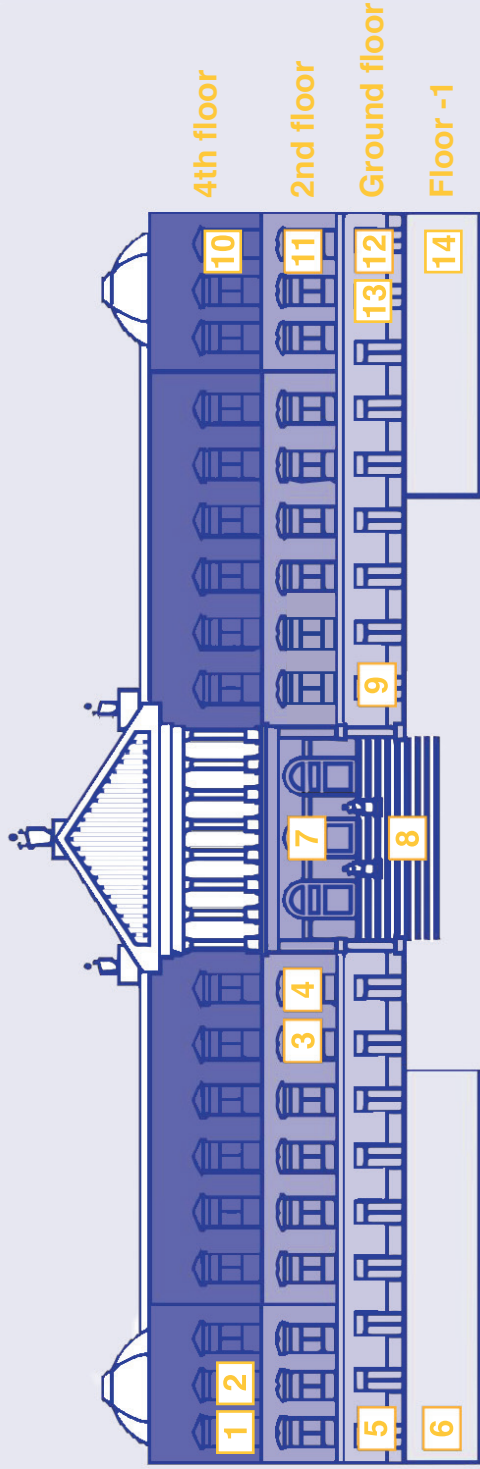
ALCALÁ DE HENARES

In general, the opening hours of the reading room at the site in Alcalá de Henares are:

Monday to Friday, **9:00 to 14:00h**

The most up-to-date information on the opening hours of the reading rooms and the services offered by the library to its readers can be consulted on the BNE website.





1. Documents retrieval

2. Larra Newspaper and Journals Room

3. Bibliographic and Library information

4. General Information and User Cards

5. Exhibition Gallery

6. Educational Area

7. María Moliner Reading Room

8. Entrance steps

9. Auditorium

10. Barbieri Room

11. Cervantes Room

12. Goya Room

13. Registrar

14. Cafeteria



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Both, Henk, Ex libris J. C. Winterink. BNE, Exlibris/4740, p. 6

Both, Henk, Ex libris J. C. Winterink. BNE, Exlibris/4797, p. 9

Bramderger, Hans H. Ex libris H H. BNE, Exlibris/4806, p. 14

Bramderger, Hans H. Ex libris H H. BNE, Exlibris/6171, p. 26

Bourgoin, Guy. Exlibris J. B. BNE, Exlibris/4776, p. 28

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