



**FUNDACIÓ  
GALA-SALVADOR DALÍ**

**Rules of access and use at the Centre for Dalinian Studies**

**Object:**

The priority of the Centre for Dalinian Studies (CED) is to preserve, catalogue and study the Foundation's document collection, as well as to promote research about Salvador Dalí in his most diverse aspects.

**General conditions:**

- a) Visitors enter the Centre for Dalinian Studies through the Torre Galatea building, located at Pujada del Castell no. 28 in Figueres. Researchers will have to prove their identity at the entrance, by means of their ID card or passport.
- b) Entry to the CED is open to researchers, doctoral students and second-cycle university students, though the centre does reserve the right of admission.
- c) Prior accreditation will always be required for entering the CED. Application prior to accreditation consists in a letter or e-mail setting out the reasons for the research and specifying the documents the researcher needs to consult. For university and doctoral students we also request a document from the thesis director confirming that the student is carrying out research work.
- d) Applications should be sent to Montse Aguer, Director of the Centre for Dalinian Studies, via e-mail to [ced@fundaciodalí.org](mailto:ced@fundaciodalí.org) or by surface mail to:

**Centre for Dalinian Studies  
Gala Salvador Dalí Foundation**

Torre Galatea  
Pujada del Castell, 28  
17600 Figueres

Once the application has been received, the centre will contact the applicant via e-mail. Meetings will be arranged at least two weeks in advance, and will have to be confirmed by the centre personnel.

- e) The collection kept by the centre must always be consulted in areas fitted out for the purpose. Documentation and books cannot be taken out of the centre, as no loan service is offered.
- f) Users must restrict themselves to using the area set up for research, and under no circumstances may they take on their own account documents kept in restricted access zones.

**Opening times for researchers**

The centre opening times are: from 10 a.m to 2 p.m and from 3 p.m to 5 p.m, from Monday to Thursday. On Fridays the centre opens from 10 a.m to 2 p.m. During the

month of August the CED is open to researchers from Monday to Friday, 9 a.m to 2 p.m.

#### **Rules for use of the consulting room**

- a) In the room set aside for researchers it is obligatory to abide by the basic rules of behaviour, so as not to alter the good working atmosphere.
- b) Users of the room will have to leave all personal effects (bags, briefcases, portable computer cases and any other types of containers) in the small lockers set up for this purpose.
- c) Eating and drinking are not allowed in the space set aside for researchers. Nor is the use of mobile telephones allowed; before entering the facilities they must be switched off or put on silent mode.
- d) The technical resources of the centre (computers and Wi-Fi connection) are provided for consulting the newspapers and periodicals library and the audiovisual documents that form part of the centre's resources. Users cannot use them for other personal purposes, or uses unrelated to their work.
- e) Inside the room, only pencils are allowed as writing instruments. Likewise, the archive staff will provide users with gloves for consulting the documentary collection.
- f) The number of documents or volumes that users may consult in each session depends on the characteristics of the materials, and is decided in each case by the CED staff based on conservation and security criteria.
- g) The CED reserves the right of refusing entry to its spaces to users whose conduct partly or entirely breaches any of these rules.

#### **Consulting the documentary collection**

- a) The [documentary collection](#) of the Centre for Dalinian Studies includes manuscripts, photographs, newspapers and magazines, artist's books, correspondence and other relevant documents related to Salvador Dalí, the avant-garde and surrealism. Although the [library catalogue](#) can be consulted online, the catalogue for the rest of the collection is not yet available on the Web. That is why it is essential that researchers specify to the maximum extent possible in their letters of application to access the centre the subject matter of their study and the materials they would like to consult.
- b) Whenever the centre has a digital copy of the materials requested, that copy will be used and not the original. Only in duly justified cases will the centre permit consultation of the originals, taking the security measures that it feels appropriate.
- c) Consultation of the digitised newspaper and periodicals library will be undertaken using the Pandora computer program, via the computers that the CED makes available to researchers.
- d) The centre reserves the right to refuse users access to certain materials if they have not received the processing needed to be consulted safely, or if there is any other reason that makes it advisable to restrict their access.

## **Reproduction of documents for the purpose of research or publication**

- a) As a general rule, the centre allows users to photocopy all the materials belonging to the library that are in a good state of conservation, as long as the copying process does not affect that state and the copies taken are for the purposes of research and academic study. Under no circumstances is it allowed to photocopy documents belonging to the library storage, nor documents belonging to the correspondence and manuscripts collection (henceforth, “materials of a special nature”).
- b) Photocopies will be made by the CED personnel. The cost of photocopies will vary depending on the desired format: black and white at €0.10 (A4) and €0.20 (A3) / colour at €0.40 (A4) and €0.80 (A3).
- c) The centre will under no circumstances provide copies or authorise the copying of the audiovisual documents that form part of its collections.
- d) CED authorisation to make a copy does not imply any cession of intellectual or industrial property rights to the person requesting or obtaining the copy, pursuant to articles 17 to 21 and 56 of Royal Legislative Decree 1/1996, of April 12<sup>th</sup>, approving the consolidated text of the Intellectual Property Act.
- e) If a user wishes to apply for reproduction of certain documents or materials in order to publish them or exploit them in any other modality provided for in the Intellectual Property Act, such users will have to apply in writing to the Legal Department of the Gala-Salvador Dalí Foundation, stating what use is to be made of the reproductions requested.

The application to manage the rights relating to the work, text and/or image of Salvador Dalí can be sent by e-mail to [gerencia@fundaciodalí.org](mailto:gerencia@fundaciodalí.org) or by surface mail to:

### **Legal Department**

Gala-Salvador Dalí Foundation  
Pujada del Castell, 28  
E-17600 Figueres

- f) Independently of the management of rights with the Foundation, the applicant will have to manage the copyright arising from third parties of the project that he/she wishes to carry out if necessary.
- g) The documents have to be reproduced in the original format, without any alteration. In the event that they are cropped to show any of the details, this has to be duly stated on the corresponding photo caption.
- h) Any image has to state on the photo caption: the name of the author(s); the title or name of the document; the date of creation, and the provenance. The provenance shall be stated in the following manner: “Gala-Salvador Dalí Foundation collection. Centre for Dalinian Studies”.