

THE GERNIKA BOMBING DOCUMENTATION UNIT

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The Gernika Bombing Documentation Unit was created following an initiative by Gernika-Lumo Town Hall in 1997, which set out to draw up an inventory of all written, graphic and audio-visual material available worldwide (in libraries, files, cinemas etc.) in relation to the bombing of Gernika on 26 April 1937, during the Spanish Civil War.

Following years of research and collection of a large amount of interesting material, in 2002 it opened its doors to all potential researchers and those interested in learning more about the actual bombing of Gernika, the Civil War itself and exile.

The Documentation Unit is a public service, providing a pool of information for all those interested in the bombing of Gernika and the Spanish Civil War itself - books, documents, magazines and audio-visual material.

The facility covers the following areas:

- The bombing of Gernika
- The Spanish Civil War
- Exile
- History of Gernika-Lumo

RESEARCH FACILITY - REGULATIONS

OPENING TIMES

Tuesday - Friday, 10:00 h. - 14:00 h. (mornings)

Tuesday and Thursday, 16:00 h. - 19:00 h. (afternoons)

Summer timetable: Tuesday - Friday, 10:00 h. - 14:00 h.

ACCESS

- Patrons must be at least 18 years old to enter the facility and use its services, except in the case of groups forming part of educational and cultural frameworks, no younger than 16 years old.
- Patrons will be provided with a user's card after their first visit to the Documentation Unit, for which the following are required:

Application form, duly filled out

Photocopy of identity card or current passport

- The user card must be used as of the second visit to the Unit.
- The card will be valid for three years from the date of issue.
- The card is personal and non-transferrable, and may be withdrawn in the event of any failure to observe the regulations of the Documentation Unit.
- The card must be shown to the person in charge on entering the unit.

ACCESS TO THE RESEARCH ROOM

- The Gernika Bombing Documentation Unit's research room holds 12 people. If demand by researchers surpasses the space available, visits will be arranged in shifts over at least 4 consecutive days.
- This is a common space, and thus researchers must not smoke and / or eat within the unit, or carry out any activity in this area which is unrelated to research.
- Out of respect for other users, there must be complete SILENCE at all times; any inquiries to be made of the person in charge must be carried out without hindering research activities. Working in teams and using noisy equipment are forbidden for the same reason.

CONSULTATION OF DOCUMENTS AND BIBLIOGRAPHY

- Researchers may use the inventories and description facilities at the Documentation Unit to locate the information they require. They may also use terminals providing access to documentation data bases, and must inform the person in charge that they intend to do so. This person will also show patrons where to work with this material.
- Patrons use order forms for consultation of documents. Forms which have not been filled in completely and legibly will not be processed.
- Any units which are undergoing or pending classification and description are excluded from the scope of consultation.

- Consultation is carried out on an individual basis. Although there are no daily restrictions in relation to documents, these will be provided in groups of up to three, and there may not be more than three different references set out at any one time.
- There must be strict observance of the order of documentation in files, boxes etc., even when the researcher considers the filing arrangement to be incorrect in the first place.
- No writing is allowed on documentation or any documents, not even to correct or number the sheets.
- The document / book lending facility will close 30 minutes before the Unit itself closes. If patrons wish to continue their consultations of the documentation requested at a later stage, bookings may be made. The upper booking limit is two days and three items per person.
- Documentation may not be removed from the Documentation Unit under any circumstances.

REPROGRAPHIC FACILITY

- The Documentation Unit takes no responsibility for any uses to which reproductions may be put which infringe the law in relation to authors' royalties.
- Requests for photocopies will be refused when the state of repair of the documents or books advise this, or when the material may be damaged for reasons of format, age or other causes.
- Only 1/3 of each piece may be reproduced in the case of monographs.

- The reproduction of unpublished description devices is forbidden (inventories, guides, ...).
- The appropriate form must be filled out to request photocopies and given to the person in charge of the unit. Any forms which have not been filled out correctly will not be processed.
- A maximum of 50 photocopies will be provided per researcher per day.
- The Documentation Unit reserves the right to provide the photocopies required when these are requested. If they cannot be provided at that time, the researcher will be asked to collect them on another date (to be set out on the form under the heading *Date available*), or they will be sent to the researcher.
- Photocopies must be paid for before they are provided. The payment system for copies provided will be COD. In the case of requests from other continents, a letter will be sent to the applicant setting out the cost of the photocopies and postage. The photocopies will be sent once payment has been made, and this must be in euros.
- File and library material may be reproduced in full if the Documentation Unit has authorisation to do so. If this is not the case, consultation may only be carried out on the premises, and requests for the reproduction or reproductions must be made by the researcher to the centre holding the original (the Documentation Unit will be happy to provide this information).
- The origin of the documents must be stated - either from where the copies were consulted (Documentation Unit), or where such copies originated - i.e., the whereabouts of the originals.

Example: An article in EL SOL on 26.04.1937

- Photocopies obtained at the Documentation Unit concerning the Bombing of Gernika, from the originals in the Municipal Documentation Centre in Madrid.
- The reproduction of copies of any type provided by the Documentation Unit or obtained in the Documentation Unit without permission is forbidden.
- Requests for photocopies by letter or by telephone do not exempt patrons from filling in the request form.
- Researchers must give the Documentation Unit a copy of all work which has been carried out using the Unit's resources.

NOTES

Any kind of problem and / or request will be made known to the person in charge. Management of the Documentation Unit will deal with any fully justifiable complaints.

Failure to observe these regulations or any others employed by staff at this Documentation Unit may cause temporary or permanent refusal to allow patrons to use the service.

Those responsible for any damage or theft will be held responsible as appropriate in each case.

All patrons are asked to observe the regulations to provide a better service for current and future visitors at this facility.

Gernika-Lumo, 20 February 2002.
The Management