



## **Consorcio Madroño**

# **The Madroño Passport 2025 Agreement**



The Madroño Passport

## **AGREEMENT**

The libraries which form part of the Consortium of Universities of the Autonomous Region of Madrid and the UNED for Library Cooperation, “Consortio Madroño,” in conjunction with the National Library of Spain and associated institutions, have determined as a shared objective the promotion and facilitation of research and communication amongst the members of their universities and associated institutions.

### **I. SCOPE OF APPLICABILITY**

A. This Agreement is applicable to the member universities which make up Consorcio Madroño, its associated institutions and the National Library of Spain.

B. The users to whom this agreement may apply are:

- Teaching and research staff.
- Graduate students (of official Master’s degree programs, specific university Master’s degrees and research Master’s degrees).
- Undergraduate students.
- Research fellows with teaching responsibilities.
- PTGAS from the universities and associated institutions which comprise Consorcio Madroño.

Teaching and research staff and PTGAS from the universities and associated institutions which make up Consorcio Madroño will automatically be considered potential users of the Madroño Passport service (and will therefore be listed as such within the database of the library management platform once they have signed the proper data transfer consent form).

Users of PDI and PTGAS, as well as undergraduate students, who wish to use the Madroño Passport service must go to a library at their university, identify themselves as such by stating that they possess the proper profile as mentioned above, request the Madroño Passport (PM) card, and sign the document laying down the “borrower’s responsibilities.”

### **II. BENEFITS**

Users who possess the proper identification can make use of the collections available for lending which the participating member libraries make available as a part of this service. Using this same form of identification, they can also automatically be granted

an official “researcher card” from the National Library of Spain. This allows them to use any of the Library’s reading rooms and gives them access to any of its collections and services.

Similarly, users of the Madroño Passport who come from other institutions may also access the reading room service at the universities which form part of Consorcio Madroño, upon showing identification, in accordance with the access restrictions determined at certain times of the year and the conditions required by each university.

### **III. AVAILABLE DOCUMENTS**

The libraries which form part of Consorcio Madroño, with the restrictions on use and circulation of bibliographic and documents and other materials applicable at each of them, mean that over 2,700, specialized monographs are available as part of the Madroño Passport Program (hereinafter PM), as a complement to the basic collections held by each institution.

### **IV. RULES ON BORROWING**

Maximum limit: Only 4 volumes at any given time.

Borrowing duration: 30 days (minimum).

Reservations: Up to 2 specialized monographs may be reserved at the same time.

Renewals: 1 is allowed, for the same duration as the original borrowing period.

### **V. BORROWER’S RESPONSIBILITIES**

A. To display the identification required by this agreement to the library or issuing institution.

B. To sign any documents for obtaining the PM which are provided to you.

C. To comply with the regulations established for the PM.

D. To return the materials in person within the time period specified by the PM.

E. To return the materials immediately whenever asked to do so by the lending library.

F. To pay any expenses incurred due to damage or loss of materials in accordance with the guidelines established by each PM member library.

G. To acknowledge that abuse of the loan may result in temporary suspension or, where applicable, withdrawal removal from the PM system for a period of up to six years.

H. To produce the PM card at the lending library when requested to do so, along with the identification required by the library.

I. To comply with the rules governing use, as well as any other library regulations, when using their facilities.

The universities and associated institutions undertake to delete the personal data of any user who so makes such a request and to notify the other libraries so that they may act likewise, deleting that user's data from their files.

## **VI. LIBRARIES' RESPONSIBILITIES**

A. Before issuing the PM to its users, each library or member institution shall verify that the applicant meets the required conditions and provide them with the PM Agreement signed by the universities and member institutions of Consorcio Madroño, which sets out the rules governing the service.

As for Imdeas PM users, universities must review the user list created and distributed by Consorcio Madroño's technical office on a quarterly basis to verify the users' identities and transfer them as a user record to each university's ALMA.

The National Library shall provide a "researcher card" to anyone who has a valid PM or, upon their arrival at the National Library of Spain to begin the process for obtaining one, shall provide them with general information about the National Library and its rules of use.

B. Participating libraries and member institutions shall only issue the PM if the applicant meets the lending/borrowing conditions required by their institution and is not currently subject to any sanctions.

C. They shall also validate the PM application documents, bearing the signature of the person responsible for the library or institution which issues the PM and the user. A copy will be made for the records of the library or institution of origin, and the original document shall be provided to the party concerned. The PM and user profile expiration date shall also be stated on the PM itself.

D. The libraries of origin shall cooperate with the member libraries and institutions of destination to recover any loaned but unreturned materials, making contact with the user in question and, where necessary, initiating the action determined by this agreement.

E. Each library or institution shall provide Consorcio Madroño's Technical Directorate with annual statistics broken down in accordance with the following parameters:

1. Number of passports issued.
2. Number of passports received.
3. Number of services completed.

On no less than an annual basis, the National Library shall provide statistics indicating the number of its users who have gained access to it through the PM.

The cards' expiration date shall be the end date indicated in the database of individuals at each participating university or institution.

If this date exceeds five years, the card will show a period of five years as of the date of issue/renewal.

Having interconnected their computer systems, universities shall use the expiration date passed on from the university of origin as the expiration date when providing the service.

Appropriate renewals may be granted, if the profile remains in the database after that date.

## **VII. USER IDENTIFICATION**

The PM card is a personal and non-transferable document. PM users shall be identified by way of the properly updated PM card and ID card, or other legally valid identification document.

Once they have obtained a National Library card, users shall be identified within the library using their updated National Library card.

## **VIII. RESPONSIBLE PARTIES AND PROBLEM RESOLUTION**

Each member university or institution in the service shall designate at least one individual to be considered responsible for PM. The tasks entrusted to the person responsible for PM are as follows:

1. Ensuring and coordinating the supply and distribution of PM cards and documents.
2. Ensuring that the PM rules are known at all of the libraries in the universities and associated institutions which are signatories to this Agreement, as well as facilitating/supervising the necessary procedural guidelines to put them in place.
3. Informing the persons responsible for the PM member libraries and the Technical Directorate of Consorcio Madroño about any specific relevant problems which arise involving certain users (repeated delays in returning items, PM suspensions, serious or very serious rule violations, etc.) in order to resolve these issues.

## **IX. SANCTIONS**

1. The following are considered very serious rule violations:

- a) Theft of any library collection items.
- b) Failure to return library collection items.

- c) Committing any crimes or criminal offenses on the premises of libraries or associated institutions.
- d) Improper use of facilities and equipment of any kind at libraries and institutions in a way which causes major damage. This includes, amongst other acts, the disruption of library services in a way which causes major damage.

2. Serious rule violations include the intentional or negligent damage of library materials or their improper use.

3. The following are considered minor rule violations:

- a) Failure to comply with the due dates required for returning library collection items and, in general, any other due dates (these due dates may vary at each library).
- b) Minor disruptions to library services.

4. Without prejudice to the corresponding criminal and administrative liabilities, very serious rule violations, depending upon the circumstances and damage caused, may be punished by withdrawal of the PM for a period of up to six years.

In the event of failure to return library collection items, the user shall, in any case, be obliged to purchase a new copy. As for an out-of-print work that cannot be replaced, an appropriate procedure shall be stipulated in accordance with the estimate determined by the library in question. However, when circumstances indicate that the user acted in good faith (for example, loss or theft by a third party), the purchase or replacement will result in the suspension of the disciplinary proceedings or, once these have come to an end, the mitigation or lifting of the sanctions imposed.

5. Serious rule violations, depending upon the circumstances and damage caused, may be punished by withdrawal of the PM for a period of up to one year. Furthermore, entry into the library or member institution may be prohibited for a period of up to one year. In any case, the user shall be required, in accordance with the library's criteria, to repair the library collection item, purchase a new copy or implement the appropriate procedure for its replacement.

6. Minor rule violations may be punished with any of the penalties established for this type of offense in the lending regulations of the library concerned or in any higher-level regulations of the member university.

7. The persons responsible for PM at each university or institution must inform Consorcio Madroño's Technical Office at least about those serious or very serious rule violations of which they become aware, so that the consequences thereof may be resolved and the corresponding penalties applied. Minor rule violations need not be reported, though it may be done if the Technical Office's cooperation is required to resolve the potential consequences.

8. Sanctions for very serious rule violations must be approved by Consorcio Madroño's Governing Council, at the proposal of the institution concerned.

9. Separate from the penalties applied by the various libraries against users of the Madroño Passport service, any penalties imposed by the users' home universities shall be honored in all cases and incorporated each time a user's record is viewed or updated through the library management platform's Fulfillment Network.

10. The National Library, without prejudice to any applicable criminal and administrative liabilities, reserves the right to withdraw any user's card if he or she fails to comply with the National Library's Usage Regulations.

## **X. REVIEW AND EVALUATION**

The Program and any possible changes and/or variations to this Agreement shall be evaluated on an annual basis.

## **XII. NAMING OF RESPONSIBLE PARTIES**

I hereby authorize (name and contact details of the person in question) to be the person responsible for the PM program on behalf of the University which I represent.

UAH Name of the person responsible: Ainara Cisneros Azpiazu

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National Library of Spain. Name of the person responsible: Antonio Rodríguez Vela

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Director of the Reference Department of the National Library of Spain (BNE)



Signed: Ms. María Dolores Ballesteros Ibáñez  
Director of the University Library  
UNIVERSITY OF ALCALÁ

Signed: Mr. Santiago Fernández Conti  
Director of the Library  
UNIVERSIDAD AUTÓNOMA DE MADRID

Signed: Mr. Raúl Aguilera Ortega  
Director of the Library  
UNIVERSIDAD CARLOS III DE MADRID

Signed: Ms. Isabel Calzas González  
Library Director  
UNIVERSIDAD NACIONAL DE EDUCACIÓN A DISTANCIA

Signed: Ms. María José Carrillo Troya  
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