



NATIONAL ARCHIVES OF THE PHILIPPINES

Pambansang Sinupan ng Pilipinas

NATIONAL ARCHIVES OF THE PHILIPPINES TEMPORARY READING ROOM PROTOCOL

The new National Archives of the Philippines (NAP) Temporary Reading Room (TRR) is located at 1765 Paz M. Guazon Street (formerly Otis Street), Paco, Manila. The TRR will only serve reformatted copies (photocopy and digital) of the NAP's collection to its clientele. For records that are not yet reformatted, there will be a waiting period while the requested records are digitized. While the NAP is committed to reproducing materials within one (1) week, the digitization period may vary due to different factors such as the volume of requests.

This protocol for the use of the TRR consists of two parts:

1. New measures imposed as part of the National Archives of the Philippines' (NAP) efforts to reduce the risks associated with COVID-19.
2. Regular protocol for research activities.

I. New Measures to Reduce Health Risks

- A. Due to health considerations, the number of reading room users will be limited to six (6) per session. There are two (2) sessions of three (3) hours each: 8:00 am to 11:00 am and 12:00 nn to 3:00 pm. Please note that though there is no lunch break, this schedule gives time for the staff to prepare the TRR for the next batch or for the next day.
- B. The use of the Reading Room shall be strictly by appointment only. A researcher may reserve a maximum of two (2) sessions per day and a maximum of three (3) days per week consecutive or not. Researchers may only reserve one (1) week at a time.
- C. Walk-in researchers shall not be allowed to use the TRR.
- D. Requests for appointment should be emailed to auvsilva@nationalarchives.gov.ph.

The request for appointment should include, if possible, the following information:

1. Subject of Research
2. Record Series Title
3. Years Covered
4. SDS No./Bundle No.
5. Please note that the lists of records series name are available on the NAP website: www.nationalarchives.gov.ph. Knowing beforehand the name of the



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record series to be consulted will help the TRR staff determine whether materials will be available during the researcher's visit or if the records still have to be scanned. It should be noted further that each record series is made up of many bundles or legajos and TRR staff may not be able to determine which bundles a researcher may need unless additional information such as inclusive dates and place name can be provided.

- E. Researchers are advised to send requests for appointment at least three (3) days before the intended date of research. The applicant shall be notified regarding the status of the application thru e-mail or phone. The applicant shall likewise be notified on the availability of materials. An appointment confirmation shall be sent to the applicant by email or other electronic means. This will confirmation will be shown to the guard on duty at the scheduled time and date. The guard will also be checking IDs.
- F. NAP will be strictly implementing a "NO FACE MASK, NO FACE SHIELD, NO ENTRY" policy.
- G. To disinfect footwear, researchers shall use a footbath before entering the TRR.
- H. The assigned guard will check the body temperature of anyone entering the NAP premises. A person with a temperature of 37.5° Celsius or higher will not be allowed to enter the NAP premises.
- I. Hands shall be sanitized with alcohol upon entry. Alcohol will also be available in the TRR premises.
- J. Researchers must fill-out all Covid-19 related forms before entry.
- K. All public events in the TRR are cancelled until further notice. These include in-person public programs, tours, or school group visits. Whenever possible, outreach activities should be conducted online.
- L. Loitering is strictly prohibited.

II. Standard Requirements for Researchers

- A. To be able to obtain an appointment, new researchers must accomplish the Researcher's Information Form (TRR Form No. 1) and submit the scanned images of the following requirements thru email. No requirements, no appointment. TRR Form No. 1 can be downloaded from the NAP Website in advance. The following requirements must be submitted:
 - 1. For students:



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- a. Recommendation letter from school or organization; and,
- b. Valid School I. D. (or I.D. issued by GSIS, SSS, TIN, Driver's License, Passport)
2. For private individuals:
 - a. Letter of Request for use of the TRR; and,
 - b. Valid I. D. (School, Office, GSIS, SSS, TIN, Driver's License, Passport)
3. For LGU's or government employees:
 - a. Letter of Request from the LGU for use of the TRR; and,
 - b. Valid I. D. (Office, GSIS, SSS, TIN, Driver's License, Passport)
4. For foreign nationals:
 - a. Recommendation letter from organization or school;
 - b. Letter of Request for use of the TRR; and,
 - c. Passport
- B. Requirements must be resubmitted annually.
- C. The following is the schedule of Registration/Research fees:
 1. Single Session – Php 100.00
 2. Annual fee – (Professionals) Php 200.00
(Students) Php 40.00
- D. Fees are to be paid at the TRR.

III. TRR Schedules and Regulations

A. TRR Hours

The TRR is open from 8:00 am to 3:00 pm (with no noon break) from Monday to Friday, except holidays.

B. General TRR Regulations:

1. No appointment, no entry.
2. Companions will not be allowed.
3. Food and drinks are not allowed inside the Reading Room.
4. Hats, caps, bags, folios, and notebooks are not allowed. Jackets and coats may be subject to inspection.
5. Paper for note taking will be provided.
6. A locker will be provided for the personal belongings of the researcher.
7. Researchers must register in the Reading Room Logbook.
8. After registration, researchers shall proceed to the computer terminals area or the general reading area.



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9. All researchers are subject to electronic surveillance.
10. Special permission must be obtained for the use of typewriter, recorder, laptop or any kind of photographic equipment. Only one (1) of the mentioned gadgets will be approved for use inside the Reading Room at a single time.
11. Taking photos in the TRR without permission especially of records is strictly prohibited. A request form will be used for purposes of obtaining permission for photos.
12. Only pencils may be used inside the Reading Room. Writing instruments that use ink are not allowed.

C. Regulations on Use of Materials in the TRR

- a. Theft, mutilation, or defacement of as well as writing on any TRR material shall result in the cancellation of all research privileges.

2. TRR materials including finding aids shall be inspected for any damage and for missing pages before and after use by the researcher. Researchers may only leave after materials have been inspected.

3. Original Manuscripts

Original manuscripts will not be served in the TRR due to conservation issues. Only bound photocopied volumes and digitized records shall be served to researchers.

4. Finding aids

- a. Researchers may consult the following TRR finding aids to identify relevant records for research:

- a.1 Catalogue cards
- a.2 e-Catalogue
- a.3 Records listings

Researchers will be able to determine whether records are available as Bound Photocopied Volumes, Microfilms, or Digital copies or whether the records still need to be digitized.

- b. Researchers will fill out a Request for Record/s Form (TRR Form No. 2) to be given to the TRR staff. This form should contain the details of the materials needed and the media in which the material is available.
- c. TRR staff will provide what is requested if available.

5. Bound Photocopied Volumes



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- a. The Bound Photocopied Volumes are in the general reading area of the TRR.
- b. Only one (1) bound photocopied volume at a time shall be served to researchers. The volume must be handled with care.

6. Microfilms

Microfilms are not available at this time due to technical issues.

7. Digitized Records

- a. Digitized records shall be the primary material served to TRR clients whenever possible.
- b. If identified records have not yet been reformatted, researchers may accomplish a Request for Reproduction Form (TRR Form No. 3).
- c. The researcher may only request for a maximum of four (4) bundles for digitization/reproduction at a time.
- d. Digitization of requested records will take from three (3) to ten (10) days per bundle.
- e. Researchers will be informed once the digitized records are ready. Appointments shall be scheduled as needed.

IV. Reproduction and other Services

A. Reproduction Request Approval

1. The Senior Archivist in charge of the TRR may approve requested reproductions of records which do not exceed 30% of the total pages of the bundle.
2. The Chief Archivist may approve requested reproductions of records which do not exceed 50% of the total pages of the bundle.
3. Anything that is more than the above stated figures shall be subject to the approval of the Executive Director of NAP and may require the signing of a Memorandum of Understanding.
4. These provisions take into consideration the operating capacity of the TRR staff and are in keeping with RA 9470 which prohibits the copying of archival records without authorization.

B. Copy Requisition Procedure

1. Researchers must fill out a Request for Reproduction Form (TRR Form No. 3) provided in the TRR. The RRF may also be downloaded in advance from the NAP website.



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2. TRR staff shall be responsible for handling TRR materials when capturing images with the researcher's camera or cellphone:

3. All requests for reproduction are subject to the following fees and charges:

a. For photocopy/printout of records:

1 per page x Php 4.00 = Php 4.00

1 shot x Php 1 .50 = 1.50

Total = Php 5.50

b. Fees for capturing images thru researcher's own camera or cellphone:

1 image x Php 4.00 = Php 4.00

C. Requests for Publication

1. Submit the accomplished Application to Publish Form (TRR Form No. 4) for images from the NAP collection that will be published in any form.

2. No NAP materials may be distributed or adapted without written authority from the Executive Director of NAP.

3. Permissions once granted are not transferable to another party.

4. Usage and reproduction clearances are the sole prerogative of the Executive Director of NAP.

5. Anyone reproducing without clearance material belonging to NAP or supplied by NAP or from its website shall be liable for any infringement that may result.

6. It is understood that any violation may result in the violator being liable to legal action.

7. The NAP should be furnished a minimum of one (1) copy of the publication free of charge.

D. NAP Publications

The NAP also offers its published materials for sale in the TRR. The following titles are available at the following cost:

1. Catalogo de Apellidos - Php 250.00

2. Cedulaario (hardbound) - 250.00

3. Cedulaario (softbound) - 200.00

V. Payment Procedure

Researchers shall:

A. Secure an order of payment from the TRR staff.



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- B. Pay the cashier the amount indicated in the order of payment. Payment of fee/s shall be on a cash basis only.
- C. Claim materials by showing the official receipt.

For further questions and inquiries regarding the TRR policies and procedures please send an email to Ms. Aurea V. Silva at auvsilva@nationalarchives.gov.ph or call at 09178651191.

Approved by:

Victorino M. Manalo
VICTORINO MAPA MANALO, C.E.S.E
Executive Director
National Archives of the Philippines