

## Consultation protocol concerning the collections of the Textile Museum of Terrassa

The collections of the Textile Museum of Terrassa can be consulted on request, provided that a series of requirements are met:

- Those interested must draw up a list of the pieces they wish to view from the Textile Museum's digital archive, Imatex: <http://imatex.cdmt.es/>
- This list will be sent, at least one month in advance, to the archivist Sílvia Saladrigas ([ssaladrigas@cdmt.cat](mailto:ssaladrigas@cdmt.cat)) and the conservator Mercè López ([conservacio@cdmt.cat](mailto:conservacio@cdmt.cat)), who will assess whether all the pieces can be consulted depending on their state of conservation or whether they form part of exhibitions or loans. The interested person must also propose several dates for consultation at the Textile Museum.
- The museum's technical staff will send back a reply with the definitive list of pieces that can be viewed, the days for the visit and a sheet to be signed by the interested party in which he/she undertakes to follow a series of guidelines. These include the following basic rules:

### Rules for researchers and professionals to stay in the reserves and study rooms of the Textile Museum:

- No bags or rucksacks may be taken into the study room or reserves. They should be left on the ground floor, where there is a left-luggage area, and only the material necessary for the study of the pieces should be taken.
- The material will consist of pencils (no pens or markers), sheets of paper, a computer or tablet, mobile phone or glasses.
- Photographs may be taken but without flash and if they are used for any publication, the registration number of the piece and the name of the museum must always be stated.
- No food or drink may be brought into the study room.
- The researcher will need to wear a gown and gloves (if you do not have them, we will provide them at the museum).
- If a tape measure or thread counter is required, it must be requested in advance and will be provided by the museum.
- It is recommended to wear your hair tied back and not to wear rings, bracelets or pendants that could fall on the pieces.