

## **RULES OF PROCEDURE**

### **PREAMBLE**

The Mértola Museum is a reference institution in the national museological panorama given the relationship it promotes between heritage, the community and the territory, and the way it develops historical-archaeological research and makes it an engine for local development. There is no framework document for the creation of the Museum, it results from a consolidated historical-archaeological research dynamic developed by Mértola City Council and the Mértola Archaeological Site, which has a strong expression in the 14 museum units that integrate it, a collaboration formalised through the Mértola Museum Management Protocol signed between the two institutions, dated 3 June 2004. In fulfilment of its museum functions and knowledge of the potential of its collection, it functions as a driving agent for actions and projects leading to knowledge about Mértola's past throughout time, using it to get to know the present and envision the future.

The Museum units are the result of a combined strategy of heritage valorisation and cultural enhancement, based on the development of excellent research covering all periods of history and the entire municipality of Mértola. The museographic projects of the Museum units were developed as a result of the historical and archaeological research and disclosure strategy.

As a form of recognition and high regard for the work developed by Professor Cláudio Figueiredo Torres, this Museum will henceforth be called 'Museu de Mértola - Cláudio Torres'.

### **CHAPTER I**

#### **GENERAL PROVISIONS**

##### **Article 1**

##### **Enabling law**

This Regulation is prepared in accordance with the provisions of Article 112 (7) of the Constitution of the Portuguese Republic, Article 33 (1)(k) of Annex I of Law No. 75/2013, of 12 September 2013, as amended, Article 53 of the Framework Law of Portuguese Museums, (Law No. 47/2004, of 19 August 2004) and Law No. 107/2001, of 8 September, which establishes the basis of the policy and system for the protection and valorisation of cultural heritage.

##### **Article 2**

### **Organisational framework**

1. The Mértola Museum, hereinafter MMTL-CT, is a municipal museum under the supervision of the Mértola City Council, hereinafter CMM.
2. It is part of the organisational structure of the CMM and depends on it technically, administratively and financially.

### **Article 3**

#### **Scope**

1 - These regulations aim to establish the internal organisation and functioning of the Museum in order to preserve, enhance and disseminate the cultural heritage of the municipality of Mértola in a perspective of building collective memory and strengthening the identity bonds of the local community.

### **Article 4**

#### **Objectives**

1. Studying, inventorying, preserving and disseminating the objects/collections of its collections;
2. Enhancing objects/collections regarded as a legacy of the material culture and identity of the people of Mértola over time;
3. As a member of the Portuguese Museum Network, integrating in its collection all the assets from archaeological interventions or collections carried out in the municipality, promoting their inventory, conditioning, preservation, and study;
4. Supporting and collaborating in the protection, study and disclosure of the cultural, material and immaterial heritage of the municipality of Mértola at the national and international level;
5. Promoting and developing studies and research that contribute to further knowledge on Local History;
6. Developing work strategies that allow attracting new audiences and strengthening the ties of identity and belonging among the local community;
7. Establishing partnerships and collaborations with local, national and foreign institutions with a view to studying, preserving, developing, disseminating, and enjoying local heritage.
8. Supporting the creation, organisation and consolidation of new museum units or museums in the municipality of Mértola, specifically those created by the City Council, helping to promote and disseminate best practices inherent to museums, always with a social and pedagogical concern and taking into account the development of a high-quality cultural tourism.
9. Participating in projects as a member of local, regional, national and international networks, as are the cases of the Southern Portugal Rural Museum Network, the Baixo

Alentejo Museum Network, the Alentejo Museological Resources Network (RMBA) and the RPM.

### **Article 5**

#### **Property**

1. All movable or immovable assets integrated in the MMTL-CT museum units are CMM's property, except those incorporated by protocol, deposit or concession.
2. Archaeological objects resulting from archaeological prospection or intervention carried out in the Mértola municipality shall be integrated in the MMTL-CT collection and, in compliance with the legislation in force, be incorporated according to the institution's rules.

### **Article 6**

#### **Organisation**

1. The MMTL-CT is organised in multiple thematic units, mostly concentrated in Mértola town, but extensible to the whole territory of the Mértola municipality.
2. In the case of the archaeological thematic area, the installation of museum units at the site of the archaeological finds is preferred.
3. In the remaining themes, priority is given to the installation in buildings of interest from the point of view of architecture, technique or representation of sites' social or economic context, from the requalification and valorisation perspective of the historic units;
4. The MMTL-CT shall have an adequate technical area in terms of logistics and environmental conditions, which includes reserve areas differentiated according to the materials used, conservation offices, rooms to support inventory, research, educational and administrative activities and a documentation centre.

### **Article 7**

#### **Museum Units and technical area**

1. The MMTL-CT currently comprises the following museum units:
  1. **Roman House** - Inaugurated on 21 June 1988, it is located in the basement of the City Council building, dated from the 19<sup>th</sup> century (1896), built to house the municipal services. In 1982, during restoration work due to a fire that destroyed the entire interior, archaeological structures were detected which led to the alteration of the project and the musealisation of structures of a Roman period house. In addition to archaeological structures preserved *in situ*, it displays a permanent collection of architectural materials, funerary epigraphy, ceramics, metals and glass from the 1<sup>st</sup>-4<sup>th</sup> centuries AD.

**Location:** Praça Luís de Camões, 7750-329 Mértola

2. **Castle** - In 1991 the Castle unit, housed in the Keep, included a lot of architectural materials dating from the 6<sup>th</sup>-10<sup>th</sup> centuries AD. Subsequent restoration work on this National Monument, completed in 2014 (it reopened to the public on 29 March 2014), allowed for the creation of three exhibition rooms, two permanent exhibition rooms where a historical approach to the evolution of this defensive structure and the presence of the Order of Santiago in Mértola is made, and a temporary exhibition gallery.

**Location:** Mértola Castle

3. **Paleo-Christian Basilica** - Inaugurated in 1993 (restored in 2011-2012), it keeps *in situ* structures of a basilica used as a funerary space between the 5<sup>th</sup> and 8<sup>th</sup> centuries AD. In addition to these structures, it displays one of the most important collections of funerary epigraphy from this period and some ceramic and metallic artefacts exhumed from the graves in the intervention area.

**Location:** Largo do Rossio do Carmo, 7750-326 Mértola

4. **Weaving Workshop** - The Cooperative/Weaving Workshop started its activity in 1986, but was only integrated as a museum unit of the Mértola Museum in 2000 (restored in 2009 - change of installations to Rua da Igreja - and remodelled in 2014) after a museographic intervention in the place where it was installed. In a space where the weavers are in charge of making this millenary activity survive, there is also an exhibition of utensils linked to the wool and linen activity and of fabrics manufactured in the workshop and in the mountain villages of the municipality.

**Location:** Rua da Igreja, no.35, 7750 – 338 Mértola

5. **St. Sebastian Chapel and Necropolis**- This unit, inaugurated in 1999 (restored in 2012 and 2016), responded to the need to preserve and improve the structures of a 15<sup>th</sup> century chapel dedicated to St. Sebastian and a small area of a Roman necropolis (1<sup>st</sup>-8<sup>th</sup> centuries), integrated in the area of the EB 2.3 S. Sebastião de Mértola school. In the Chapel there is an image of St. Sebastian, a baptismal font found *in situ* and some ceramic and metallic objects exhumed from the intervention area.

**Location:** Achada de S. Sebastião, 7750-295 Mértola

6. **Sacred Art/Porta da Ribeira** - Inaugurated on 21 April 2001 (restored in 2011-2012), it presents a collection of imagery and a set of liturgical implements from various churches in the Mértola municipality, representing the 15<sup>th</sup>-20<sup>th</sup> centuries AD.

Location: Largo da Misericórdia, no. 5, 7750-350 Mértola

7. **Blacksmith's Forge** - Inaugurated on 23 June 2001 (restored in 2012), it is located in the former Rua da Afreita, in Mértola, where the old "Ti Brito" Forge was musealised. This unit includes a small part of the estate representing the activity of this blacksmith and shows the importance of this craft and this craftsman in the social context of the late 19<sup>th</sup> century/1<sup>st</sup> half of the 20<sup>th</sup> century.

Location: Rua António Elias Garcia, no. 18, 7750-356 Mértola

8. **Islamic Art** - Inaugurated on 21 December 2001 (restored in 2020-2021), it is located in an 18<sup>th</sup>-century century building that has been restored and adapted for the purpose. It is the culmination of years of work, not only at the level of archaeological interventions but also in the treatment and study of materials from the Islamic period. The collection representing the 9<sup>th</sup>-13<sup>th</sup> centuries AD consists of architectural elements, funerary epigraphy, ceramics, metals, worked bone and glass.

Location: Rua António José de Almeida, no. 2 and 2a, 7750-353 Mértola

9. **Alcazaba and Islamic House** - Inaugurated on 25 March 2009 (Islamic House inaugurated on 17 May 2015), it corresponds to the musealisation of the archaeological structures excavated from 1978 to the present day. On the northern slope of the Castle, the possible *forum* of the Roman city creates an artificial platform, supporting the imposing monumental complex of *Myrtilis*. All this space was based on the wall and on the cryptoporticus where, in Late Antiquity, luxurious religious constructions were erected (5<sup>th</sup> and 6<sup>th</sup> century AD baptistery, at the time covered in marble and surrounded by a set of polychrome mosaics, of which some significant fragments remain ). In Islamic times - 12<sup>th</sup>-13<sup>th</sup> centuries AD - this whole area was occupied by a housing complex which, after the Christian reconquest in 1238, was completely razed to the ground and adapted to become a cemetery. Access is via the Islamic House, a scale replica of a 12<sup>th</sup>-century house, and visitors can follow the tour route where preservation and safety are ensured.

Location: Mértola Castle Alcazaba, near the Main Church.

10. **Miner's House** - Located in Mina de São Domingos, this place intends to contribute to the reconstruction and dignification of this mining village, its people and memory.

## Museum

The museum unit presents the physical reality of the living space of a mining family, where objects, their memories, their needs and their skills can be seen. The Miner's House is integrated as a Mértola Museum unit in December 2010 with the signing of the Protocol between the City Council and the Serrão Martins Foundation.

Location: Rua de Santa Isabel, 30-31, 7750 - Mina de S. Domingos (about 17 km from the Mértola town)

11. **Monastery** - Inaugurated on 23 September 2011, it is located at Mosteiro, in an old cult building, which was once a Roman *villa* or *mansio* and was later adapted into a family-type *monasterium*. It integrates architectural elements from Late Antiquity and a set of ethnographic materials offered by a local inhabitant which reinforces the relationship with the local community and collective memory.

Location: Mosteiro (near Amendoeira da Serra, about 20 km north of Mértola town)

12. **Mértola House** - Inaugurated on 18 May 2011, this is an old dwelling composed of two compartments where, until a little over four decades ago, a family of seven lived. This space integrates a lot of everyday objects that represent the experiences and memories still present in many of Mértola's inhabitants.

Location: Rua da Igreja, no. 33, 7750-338 Mértola

13. **Alcaria dos Javazes Museum Unit** - Inaugurated on 21 June 2012, it is the result of a partnership between a private individual (Orlando José, owner of the collection), the Mértola City Council and the Espírito Santo Parish Council. The building, which was restored for the purpose, houses a collection of ethnographic materials representing the experiences of the people of the Mértola municipality from the late 19<sup>th</sup> century to the present day. The long-term exhibitions integrate objects from the private collection, relating them to the Mértola Museum's collection in a dialogue between the most distant past and the most recent memories.

Location: Alcaria dos Javazes (Parish of Espírito Santo, about 20 km from Mértola town)

14. **Main Church Museum Unit** - Inaugurated on 29 March 2016, it is the result of an archaeological intervention and musealisation of the former basement of the 16<sup>th</sup>-century sacristy, where the stones laid bare tell the story of the evolution of the place of cult, from the Roman period to the present day.

Location: Largo da Igreja, 7750-338 Mértola

2. The **Technical and Administrative Area** integrates the coordination and administrative services, the conservation, inventory and dissemination offices and the educational services.

Location: Rua 5 de outubro, 7750-333 Mértola.

3. The archaeological and ethnographic materials warehouse is temporarily installed in the building called 'Fábrica dos Plásticos' (Plastics Factory), in Mina de S. Domingos
4. These Regulations shall apply to all museum units or other support areas which may be created or protocoled in order to fulfil MMTL-CT's mission and objectives.

### **Article 8**

#### **Collection**

The MMTL-CT collection is diversified, which implies its organisation according to well-defined and comprehensive categories and typologies adapted to the current reality and expected growth through incorporation in its various forms, duly regulated in the Articles of Incorporation and defined in the Inventory Policies and Procedures.

## **CHAPTER II**

### **SERVICE ORGANISATION**

### **Article 9**

#### **Management Tools**

1. The Museum's management tools are the Annual Activities Plan and Report and the Budget;
2. In terms of operation and day-to-day management, the Museum is governed by the Rules of Procedure, the Articles of Incorporation, the Preventive Conservation Rules and Procedures and other specific regulations approved by the Supervisory Authority.
3. The documents referred to in paragraph 1 are prepared by the Coordinator/Director and approved by the Supervisory Authority;
4. The updating/amendment of the documents referred to in paragraph 2 is proposed by the Coordinator/Director and approved by the Supervisory Authority.

**Article 10****Organisational structure**

The Supervisory Authority shall provide the service with the human resources necessary to fulfil the museum's functions, mission and objectives, taking into account the areas identified below:

- Management/Coordination;
- Programming;
- Study and Research;
- Inventory and Documentation;
- Conservation and Restoration;
- Maintenance and Security;
- Dissemination;
- Cultural mediation and Education
- Welcome and Reception.

**CHAPTER III****COLLECTION MANAGEMENT****Article 11****Incorporation**

1. The MMTL-CT shall incorporate all assets, whether movable or immovable, representing the way in which mankind has lived over time in the territory coinciding with the current Mértola municipality.
2. The incorporation of assets must take into account the Museum's mission and have as its main objective the enrichment of the institution's collection.
3. The Museum's Articles of Incorporation must be structured pursuant to the law in force and approved by the Supervisory Authority.

**Article 12****Inventory**

1. All assets incorporated in the MMTL-CT are subject to individual registration.
2. The Museum must have an updated and computerised General Inventory, and a hard copy filed in a safe place.
3. The inventory number of the assets is serial and unambiguous, expressed in an alphanumeric system: M.MTL.000000, where M.MTL represents Mértola Museum and 000000 corresponds to the serial number;

4. The allocation of the inventory number and data entry shall be carried out by specialised staff, under the supervision of the Director/Coordinator.
5. Within the scope of the Management Protocol, the technical/scientific monitoring will be carried out by the CAM.

### **Article 13**

#### **Collections research and study**

1. The main lines of research shall be directly related to the Museum's collection, the knowledge about the history of Mértola throughout time, and Cultural Heritage from a wider and overall perspective;
2. Research aims to produce tools that provide for the safeguarding, studying and dissemination of the Museum's collection and of Mértola's Heritage;
3. The MMTL-CT is open to collaboration with researchers from outside the institution, either individually or associated with schools and universities, and/or other public and private entities, whenever authorised by the Supervisory Authority;
4. Within the scope of the Management Protocol in force, the development of research projects and technical and scientific monitoring by CAM is privileged.
5. External research will always aim at the scientific knowledge of the Museum's collection as well as its dissemination and enjoyment by a larger number of people;
6. Whenever possible, and requested in writing, researchers shall be provided with all the required information, based on the presentation of the work to be carried out, objectives and timetable.
7. In the event of unauthorised misuse of data, legal rights will be charged in accordance with the provisions of the Copyright Code.

### **Article 14**

#### **Conservation**

1. At exhibition areas, all appropriate environmental and safety conditions necessary for the conservation of the cultural assets integrated therein must be guaranteed;
2. At the reserve archive, the same conditions that exist in the exhibition spaces must be promoted in order to preserve the assets deposited therein, and access and use must be allowed at any time under the best conditions.
3. The conservation of the objects that constitute the MMTL-CT collection complies with the Preventive Conservation Rules and Procedures, a document prepared in accordance with the specificities identified, seeking to define the principles and priorities of preventive conservation, risk assessment and respective procedures;

4. Conservation and restoration, as well as maintenance of the Museum's collection, shall be carried out by specialised staff of the institution or hired for the purpose, and the Museum must have conservation laboratories installed in appropriate and properly equipped premises or sign protocols with institutions that have these spaces available.
5. All Museum staff, particularly those in the conservation team, must be familiar with and follow the Preventive Conservation Rules and Procedures in force.

### **Article 15**

#### **Security**

1. The museum units that integrate the Mértola Museum must have on-site security and permanent surveillance during the period when it is open to the public, as well as detection and deterrent systems in operation during closing times.
2. The Museum must have an *Emergency and Security Plan*, developed by specialised staff and adapted to the specificities of its museum units.

### **Article 16**

#### **Lending and concession of objects**

The MMTL-CT aims to promote the safeguarding, studying and dissemination of its collection and therefore encourages and promotes the temporary lending of objects to be included in exhibitions in other national and foreign institutions, provided that the following conditions are met:

1. The lending and concession of objects to integrate exhibitions organised by other institutions, national or foreign, must be based on the national and international legislation in force;
2. The Loan request must be made in writing and authorised by the Supervisory Authority;
3. The loan request must contain the name and programme of the exhibition, the promoter, location and duration, exhibition conditions (namely showcases and supports, lighting, environmental and security conditions), insurance conditions, packing and transportation;
4. All objects shall be insured for the amount defined by the Supervisory Authority.
5. Packing is the responsibility of the MMTL-CT specialised staff or the company hired for such purpose;
6. The *Condition Report* made at the time of packing must be analysed and signed upon unpacking, stating whether or not there are any anomalous situations;
7. Transportation must be carried out by specialised companies and during both outward and return transportation, the object(s) may be accompanied by a *courier* whenever the Supervisory Authority may so decide;

8. All the conditions defined above must also be met for the borrowing of objects from other institutions, with the aim of enriching the temporary exhibitions held in the Museum's Temporary Exhibitions Gallery.

## **CHAPTER IV**

### **ACCESS RULES AND MUSEUM SPACES**

#### **Article 17**

#### **Timetable**

##### **1. Opening hours:**

1.1. Winter: from 14 September to 14 June, from 9h10 to 12h30 and from 14h00 to 17h20;

1.2. Summer: from 15 June to 15 September, from 9h40 to 12h30 and from 14h30 to 18h20;

##### **2. Opening hours:**

2.1. Winter: from 14 September to 14 June, from 9h00 to 12h30 and from 14h00 to 17h30;

2.2. Summer: from 15 June to 15 September, from 9h30 to 12h30 and from 14h30 to 18h30;

##### **3. Exceptions:**

3.1. The Roman House and Weaving Workshop museum units are open every day, on working days, according to the timetable of the City Council and on weekends and holidays according to the timetable of the other museum units;

3.2. Access to the St. Sebastian Chapel is limited to school hours, generally from 8h00 to 19h00;

3.3. Visits to the Monastery are subject to the availability of the person in charge of the 'Sociedade Recreativa' (where a key can be found) and to previously booked guided tours;

3.4. Access to the Alcaria dos Javazes museum unit is limited to guided tours and contact with the owner of the collection;

3.5. The Miner's House museum unit is governed by the operating rules of the Serrão Martins Foundation.

4. The last entry time is, in the morning and in the afternoon, 10 minutes before closing time.

**5. Closing periods:**

5.1. Closed on Mondays; on national holidays, 1 January, 1 May, Easter Sunday and 25 December, and on 24 December, Christmas Eve;

5.2. Other closing periods: the museum is closed on days when elections are being held and other times authorised by the Supervisory Authority.

6. The timetables will be altered in duly justified situations and authorised by the Supervisory Authority.
7. Public opening hours are displayed outside the museum units, at the Mértola Tourist Information Office and at [www.museudemertola.pt](http://www.museudemertola.pt)
8. The areas of the Museum which are not open to the public are open every working day from 9h00 to 12h30 and from 14h00 to 17h30.

**Article 18****Entry restrictions**

Visits to the museum units do not permit:

1. Entry of animals, except guide dogs;
2. Eating and drinking, except in situations with superior authorisation;
3. Keep food scraps or any other organic waste inside the museum units;
4. Smoking;
5. Running or exhibiting attitudes/behaviours that endanger assets or people or are contrary to the rules of the Supervisory Authority;
6. Access to individuals carrying large volumes as well as other objects likely to cause damage (weapons, explosives, heavy/sharp objects, liquids or chemical products, markers or paints, among others). In those cases, the objects shall remain in the reception area or outside, and the staff/institution shall not assume any responsibility for the stored assets;
7. Entry to individuals who are clearly intoxicated or who are affected by the use of other substances that interfere with their behaviour and sense of responsibility.

**Article 19****Admission**

1. The price of admission tickets and guided tours is set out in the Municipal Pricing and Fees Table, as amended by the Supervisory Authority.

3. Free admission to the museum units:

3.1. Admission is free to the museum units of St. Sebastian Chapel and Necropolis, Monastery, Alcaria dos Javazes, Weaving Workshop, and Mértola House; Roman House and Blacksmith's Forge, and other locations determined by the Supervisory Authority;

**3.2.** Admission is free for individuals who meet the following conditions:

**3.2.1.** Minors aged 12 or under;

**3.2.2.** Born or residing in the Mértola municipality;

**3.2.3.** Journalists while exercising their professional activity (the collection of images or any other type of information must be requested, in writing, to the Supervisory Authority);

**3.2.4.** Interpreter Guides and Local Guides accompanying groups of visitors;

**3.2.5.** Individuals preparing academic work when authorised by the Supervisory Authority;

**3.2.6.** Technical staff from national and international bodies such as the Direção Geral do Património Cultural (DGPC, Directorate-General for Cultural Heritage), the Direção Regional de Cultura do Alentejo (DRCA, Regional Directorate for Culture of the Alentejo), the Portuguese Museum Network (RPM), the Museum Network of Baixo Alentejo (RMBA), the Southern Portugal Rural Museum Network, the Museum Network of the Algarve (RMA), the *International Council of Museums* (ICOM), the *International Council of Monuments and Sites* (ICOMOS), UNESCO, the APOM (Portuguese Museology Association) and Turismo do Alentejo ERT, when duly identified;

**3.2.7.** Groups accompanied by technical staff from local institutions involved in projects of social and cultural interest (Mértola Archaeological Site, Mértola Heritage Protection Association, Santa Casa da Misericórdia de Mértola, Parish Councils, Vale do Guadiana Nature Park, among other duly identified institutions), when authorised by the Supervisory Authority.

**3.2.8.** Other individuals or institutions when duly authorised by the Supervisory Authority.

## **Article 20**

### **Visitors Log**

1. The Museum's visitors log must be accurate and inform about the number of admissions and other information defined by the Supervisory Authority;
2. All admissions are recorded and monthly visitor logs are delivered to the Coordinator, who analyses and discloses them;
3. The Supervisory Authority shall promote the computerisation of these data in an adequate *software* so as to enable studies on the public and the operation and performance assessment.

## **Article 21**

### **Public reception**

1. In museum units with face-to-face reception, the following functions are defined:
  - 1.1. Sell Museum tickets, publications and *merchandising* or other products authorised by the Supervisory Authority;
  - 1.2. Record visitor admissions and prepare monthly visitor and sales reports for the Coordinator;
  - 1.3. Provide clarifications and information about the museum unit or the Museum as a whole and other information about places of interest;
  - 1.4. Carry out guided tours in the unit where he/she is located or as part of the visits scheduled by the Coordinator or the Supervisory Authority;
  - 1.5. Provide support to individuals with disability or mobility impairment;
  - 1.6. Ensure the security of the assets under their care;
  - 1.7. Promote hygiene and safety conditions in the workplace;
  - 1.8. Inform the Coordinator, or the technical staff responsible for maintenance, of all operational occurrences/anomalies.
2. The museum units have a Complaints Book that must be made available whenever a visitor may request it, and the complaint must be forwarded to the Mayor within 48 hours.

## **Article 22**

### **Support for people with disabilities**

1. The Supervisory Authority shall promote accessibility to all museum units by introducing solutions/systems/equipment that promote universal access;
2. It is the duty of the person in charge of reception to provide assistance and guidance to all visitors, especially those with reduced mobility or some type of disability.

## **Article 23**

### **Access to the Technical Area**

1. Access to the Technical Area is allowed:
  - 1.1. To Museum staff;
  - 1.2. To researchers, technical staff or individuals previously authorised by the Supervisory Authority and accompanied by a responsible technician;
  - 1.3. To previously authorised visitors, whenever integrated in organised tours and duly accompanied by technical staff of the institution;
  - 1.4. In other situations duly authorised by the Coordinator or the Supervisory Authority.
2. Access by researchers to the objects/documents in the Archive Reserve can only be made with superior authorisation and accompanied by technical staff of the institution;

3. Researchers may only handle the objects/documents in the areas defined for this purpose and in compliance with the established rules;
4. Access to reserves may be restricted in cases of:
  - 4.1. Temporary unavailability of technical staff;
  - 4.2. Issues related to the conservation of objects;
  - 4.3. Other situations defined by the Coordinator and the Supervisory Authority.

#### **Article 24**

##### **Access to documentation**

1. The Museum provides access to information about its collection to those who request it in writing. The Supervisory Authority may define restrictions, limitations or levels of permission;
2. Access to information shall be restricted whenever the data contained in the file are considered confidential by the Museum, namely when its disclosure may jeopardise the integrity and safety of the objects or when the objects deposited or donated to the Museum have defined restrictive rules imposed by the depositors or donors.

#### **Article 25**

##### **Rules for the use of collection and documentation items**

1. The information must be requested in writing and authorised by the Supervisory Authority;
2. The improper and unauthorised use of information is governed by the stipulations of the Copyright Code.
3. The copyright of the texts and/or other documentation produced by the MMTL-CT technical staff, within the scope of their functions, belongs to the CMM.

#### **Chapter V**

##### **DISSEMINATION TOOLS**

#### **Article 26**

##### **Exhibition**

1. The Museum presents the cultural assets that constitute the institution's collection through permanent exhibitions in the museum units created, or to be created;
2. As a way of promoting the study and dissemination of the collection, the Museum shall promote temporary and travelling exhibitions;

3. The changes to be introduced in the permanent exhibitions must be the result of the research carried out, with the coordinator's monitoring and approved by the Supervisory Authority;
4. The curatorship of temporary or travelling exhibitions must act in agreement with the Coordination and the Supervisory Authority;
5. The concession of objects from the MMTL's collection to integrate exhibitions in other institutions shall comply with the legislation in force and be authorised by the Supervisory Authority.

## **Article 27**

### **Dissemination**

1. The MMTL-CT shall disseminate its collection, activities and projects through:
  - 1.1. A diverse range of written or multimedia documentation which must be identified with the logos of the Supervisory Authority and of the Museum;
  - 1.2. The Museum's website, where information shall be made available about the Museum's collection, operating rules, management documents and activities and projects;
  - 1.3. The Museum's Application for Mobile Devices;
  - 1.4. Information available on the Supervisory Authority's website and on other websites related to it or to networks where the Museum is integrated;
  - 1.5. Publications or other formats developed by various entities as long as the contents meet the institution's requirements;
  - 1.6. Activities and projects in the media and social media through press releases issued by the Information and Communication Office of the Mértola City Council, once authorised by the Supervisory Authority.
2. The implementation and use of photographic and audiovisual records is subject to certain rules:
  - 2.1. Taking pictures inside the museum units or other MMTL areas must be authorised by the Supervisory Authority;
  - 2.2. Taking pictures or other graphic records of collection objects must be accompanied by technical staff of the institution and authorised by the Supervisory Authority;
  - 2.3. Photographs or audiovisual records of the collection or activities carried out by staff, individuals or companies hired for this purpose are the property of the Mértola City Council;
  - 2.4. All images for commercial purposes or others with public dissemination, shall mandatorily mention the credits - Institution/author;
  - 2.5. Photographs or audiovisual records of openings, temporary exhibitions or other activities/events shall only be used as a means of dissemination;

- 2.6. The concession of photographs or other types of images presupposes the establishment of a commitment accepted by the applicant and compliance with the concession rules;
- 2.7. The images granted concession shall be used exclusively for the purposes for which they were requested and authorised, and any use other than that foreseen, unless expressly authorised, shall be reported.

## **Article 28**

### **Educational activities**

Within the scope of educational activities, the MMTL-CT shall develop work that is comprehensive in terms of geography and participant characteristics:

1. It shall have human resources in the educational area who annually define an activity plan in accordance with the mission, objectives and the Museum's Activity Plan;
2. The actions/activities to be developed shall be structured in advance and be included in the Museum's annual Activity Plan;
3. It shall develop educational and cultural mediation activities that include conferences, meetings and thematic workshops, among other activities;
4. It shall establish a close relationship with the formal and non-formal educational establishments and/or organisations in the territory with a view to developing activities and projects in a wide range of areas and age groups;
5. It shall establish protocols and partnerships with local institutions such as the Mértola Archaeological Site, the Mértola Heritage Protection Association, Santa Casa da Misericórdia and others, to carry out educational activities whenever justified and included in the Annual Activity Plan;
6. It shall develop partnership and collaboration efforts with other CMM services that perform work in the educational area or in environmental or heritage awareness raising.

## **Article 29**

### **Merchandising**

1. A *merchandising* line shall be developed with a graphic image representing the collection;
2. Product prices shall be defined in the Municipal Pricing and Fees Table;
3. Profit from *merchandising* sales is CMM's revenue;
4. The *merchandising* shall be sold in the museum units, in the Mértola Tourist Information Office and in other places duly authorised by the Supervisory Authority;

## **Chapter VI**

### **COLLABORATION**

#### **Article 30**

##### **Protocols, partnerships and collaborations**

1. The MMTL-CT is available to collaborate with all museums or with national or international institutions/entities with which it may sign collaboration protocols;
2. Within the scope of the Management Protocol entered into between the CMM and the Mértola Archaeological Site (CAM), the scientific management is ensured by Cláudio Figueiredo Torres;
3. Taking into account the close collaboration between the CMM and CAM regarding the research, valorisation and dissemination of heritage, with an emphasis on the role of this institution in Mértola's Museum project, a partnership with this institution is undertaken concerning technical and scientific monitoring in areas related study and research, inventory, conservation, education and dissemination.

#### **Article 31**

##### **Group of Friends**

1. The MMTL-CT encourages and supports any group that wishes to organise itself as a 'Group of Friends', as long as they promote the dissemination and promotion of this museum unit and its objectives;
2. The Group of Friends shall function as an autonomous organisation independent of the MMTL-CT.

#### **Article 32**

##### **Volunteering**

The MMTL-CT accepts volunteers of legal age, who accept to participate, in a selfless and unpaid manner, in activities defined by the Coordinator, at agreed times, integrated in the scope of projects, programmes and other forms of intervention, always developed on a non-profit basis.

#### **Article 33**

##### **Doubts and Omissions**

Any doubts and cases not foreseen in these Regulations that cannot be resolved by resorting to the law in force shall be decided upon by decision of the City Council.

#### **Article 34**

**Entry into force**

These Regulations shall enter into force on the 5<sup>th</sup> working day after its publication on the website and official places.