



REGULATION ON THE HISTORICAL-ARTISTIC AND SCIENTIFIC-TECHNICAL CULTURAL HERITAGE OF THE COMPLUTENSE UNIVERSITY OF MADRID

Agreement of the Governing Council dated 16 December 2021, modifying the content of Articles 15.3 and 20.2 of the REGULATION ON THE HISTORICAL-ARTISTIC CULTURAL AND SCIENTIFIC-TECHNICAL HERITAGE OF UNIVERSIDAD COMPLUTENSE DE MADRID and introducing a new Third Additional Provision.

STATEMENT OF REASONS

The Complutense University of Madrid is the custodian of a considerable volume of historical-artistic and scientific-technical cultural heritage, both tangible and intangible, which is testimony to its long academic and social history, from its foundation by Cardinal Cisneros in Alcalá de Henares at the end of the 15th Century, its continuation as the Central University of Madrid, and its subsequent and cultural location on the estate of La Moncloa, currently known as the University City of Madrid.

This all underscores the fact that its heritage is characterised by its heterogeneity, variety, diversity and dispersion, which is why it should be subject to special organisation, conservation, inventory, custodianship and dissemination.

Pursuant to the mandate established in Article 46 of the Spanish Constitution, in the Spanish Historical Heritage Act 16/1985, of 25 July, and in the former Historical Heritage Act of the Regional Government of Madrid 3/2013, of 19 June, the Complutense University of Madrid approved, on 22 July 2009, its first REGULATION OF MUSEUMS AND COLLECTIONS OF THE HISTORICAL HERITAGE OF THE COMPLUTENSE UNIVERSITY OF MADRID, which was subject to two amendments in 2014 and 2016, the text of which was also restated at the latter date.

This Regulation, which was pioneering in our university system, has complied with the goals originally proposed; however, the amendment of State and regional legislation covering the matter, and the need to adapt its implementation to new needs that have arisen, and to the development of technology, have made it advisable and necessary to enact a new regulation at this time that specifies, differentiates and orders the assets of the historical-artistic and scientific-technical cultural heritage owned by the Complutense University of Madrid, and those that it may manage, by virtue of temporary agreements or contracts for the loan of other assets. This Regulation will also regulate the principles of its management and the competent bodies to exercise this.

PRELIMINARY TITLE

General provisions applicable to the tangible and intangible heritage of the Complutense University of Madrid

Article 1.-Definitions.

1. The tangible heritage of an historical-artistic and scientific-technical cultural nature of the Complutense University of Madrid (hereinafter UCM) is comprised of those assets that bear witness to human creation and biodiversity, which have an historical, artistic, archaeological, ethnographic, scientific, technical or industrial value and that can be moved without losing their identity or value.
2. The intangible heritage of UCM includes all those practices, expressions, knowledge and techniques handed down by the university community from generation to generation, together with those forums associated therewith, which the UCM community recognises as part of its memory, its acquis and its legacy.

Article 2.-Legal nature.

1. The assets that constitute the tangible heritage of an historical-artistic and scientific-technical cultural nature and the intangible heritage owned by UCM are pledged to the public service of higher education, acquiring a demanial nature, and hence the condition of inalienable, not subject to the statute of limitations and unable to be seized, and are hence subject to the regime for own use of assets in the public domain.

They are thus pledged to the functions provided for in Article 3.2 of the current Articles of Association of UCM in the following sections:

- c) The dissemination, appreciation and transfer of knowledge in the service of culture, quality of life and economic development.
- d) The dissemination of knowledge and culture through university extension and continuous training.
- f) The cultural and scientific promotion of the university community, to enhance its capacity to anticipate social, ideological, cultural, scientific and technological changes.

2. The separation of the parts of a set of tangible assets or part of the intangible heritage that constitutes the historical-artistic and scientific-technical cultural heritage of UCM will be exceptional and require the express authorisation of the competent Vice-Rectorate with jurisdiction for culture.

3. The definitive or temporary transfer of these assets, without prejudice to the specific provisions of Article 20.2 of this Regulation for temporary loans for purely study or research purposes, must be previously notified to the competent Vice-Rectorate with jurisdiction for culture. In the event that the asset or assets are returned to UCM, this must also be notified to the competent Vice-Rectorate with jurisdiction for culture.

Article 3.-Scope of application

1. This Regulation shall apply to tangible assets of historical-artistic and scientific-technical cultural value owned by UCM and to those others which, by virtue of any legal title, are located in UCM centres or installations under its custody or in its inventory. UCM centres or installations under its custody or in its inventory.

All rules on the internal functioning of museums and collections are subject to this Regulation.

2. This Regulation will apply to assets that constitute the tangible heritage of UCM.

3. Intangible assets, whose legal regime is established in the applicable legal provisions on historical heritage and in the heritage of the public authorities, and in the Regulation on Economic and Financial Management and the annual rules on budgetary performance included in the Budget for each year will be expressly excluded from the scope of application of this Regulation.

4. Documentary heritage and bibliographic heritage are expressly excluded, which are governed by their respective regulations. This Regulation will only be applicable on an exceptional basis in those cases in which the intimate and close material association of the documentary and bibliographic heritage with assets of an historical-artistic and scientific-technical cultural nature are such that their separation would be prejudicial to the value thereof.

Article 4.-Classification of the tangible and intangible historical-artistic and scientific-technical cultural heritage of UCM.

1. The tangible and intangible cultural heritage of UCM, from the point of view of its nature, can be classified as historical-artistic or scientific-technical.

2. The tangible cultural heritage of UCM; from the point of view of its organisation and exhibition, can be classified as: university museum, university museum collection or individual asset.

TITLE ONE

Regarding university museums and university museum collections

Section One. Regarding university museums

Article 5.-Definition.

University museums are university structures that acquire, conserve, research, communicate or exhibit, for the purpose of study, education or contemplation, sets and collections with an historical, artistic or technical value or of any other cultural nature that are owned by UCM.

Article 6.-Nature and legal regime.

University museums are configured as necessary structures for the development of the functions of the Complutense University described in Article 2.1 of this Regulation but which do not lead to obtaining official university qualifications.

They are governed by State and regional provisions that are applicable thereto, by the rules contained in Chapter V, "Other Centres and Structures" of the Regulation on UCM Departments and Centres, and by the provisions contained in this Regulation on the Historical-Artistic and Scientific-Technical Cultural Heritage of the Complutense University of Madrid.

Article 7.-Functions.

The following are functions of the university museums:

- a) Contributions to teaching, research and the transfer of university knowledge.
- b) Research in the scope of their collections and their specialisation.
- c) The documentation and cataloguing of their assets.
- d) The conservation and restoration of their collections.
- e) The periodic organisation of scientific and informative exhibitions in line with the nature of the museum.
- f) The dissemination of collections in an inclusive and accessible manner.
- g) The preparation and publication of catalogues and monographs of its collections.
- h) Any other function that corresponds thereto, due to their nature.

SECTION TWO

Regarding university collections university museum

Article 8.-Definition.

University collections are university structures that do not have all the characteristics of university museums and that can acquire, conserve, research, communicate and, as the case may be, be exhibited for the purpose of study, education or contemplation, assets of an historical, artistic, scientific or technical value or of any other cultural nature that are owned by UCM.

Article 9.-Nature and legal regime.

1. The university collections are configured as necessary structures for the development of the functions of the Complutense University described in Article 2.1 of this Regulation but which do not lead to obtaining official university qualifications.

2. They are governed by State and regional provisions that are applicable thereto, by the rules contained in Chapter V, "Other Centres and Structures" of the Regulation on UCM Departments and Centres, and by the provisions contained in this Regulation on the Historical-Artistic and Scientific-Technical Cultural Heritage of the Complutense University of Madrid.

Article 10.-Functions.

Some of the functions that correspond to university museums and that are provided for in Article 7 of this Regulation may be functions of university collections.

TITLE TWO

Regarding the creation, modification, merger and removal of university museums and collections

Article 11.-Regarding the creation, modification, merger and removal of university museums and collections.

1. UCM, by agreement of its Governing Board, will agree to the creation, modification, merger or removal of as many university museums and collections as it deems necessary.

2. The purposes of the creation of university museums and collections are:

- a) The conservation and dissemination of its historical, artistic and scientific-technical heritage.
- b) Excellence in teaching and research activity.
- c) The progress of scientific knowledge.
- d) Better training of UCM students.
- e) The dissemination of knowledge for the university community and the public in general, in an accessible and inclusive manner.

3. The creation of university museums and collections, their modification, merger and removal, must be reported by those centres and departments directly affected, and by those other similar specialised museums or collections that may be involved.

4. The initiative for the creation, modification, merger or removal of university museums and collections may come from the Rector, the competent Vice-Rectorate with jurisdiction for culture or any other faculty, school, department, centre or research groups validated by UCM or any other UCM teaching group.

5. The proposed creation must be accompanied by a report specifying, in addition to the provisions of Article 3 of the Regulation on Centres and Structures, the branch or branches of knowledge related thereto, the scientific, academic, administrative or management reasons that justify its creation, and the insufficiency of other university structures to obtain its planned goals.

6. The scope of action of the university museums and collections must be clearly identified and differentiated regarding the departments, centres or services affected by their creation.

7. Prior to the report by the Centre's Board, all proposed creations, modifications, mergers or removals of university museums and collections must be informed on a regulatory basis and favourably by the Historical-Artistic Heritage Committee.

8. The processing of proposed creations, modifications or removals of university museums and collections will be governed, as far as corresponds, by the provisions of Article 54 of the Regulation on Centres and Structures currently in force, as provided for in Article 113.5 of this legal text or by any other text that may replace it.

9. In the event of the removal of a museum or collection owned by UCM, all its contents will be deposited in another of a nature that is in line with the cultural assets contained therein, and its contents will be returned to the museum or collection of origin in the event that it is reopened.

TITLE THREE

Regarding the management bodies of the tangible and intangible historical-artistic and scientific-technical cultural heritage of UCM

SECTION ONE. COLLEGIATE MANAGEMENT BODIES

Article 12.-The Historical Heritage Committee.

1. The Historical Heritage Committee is the collegiate body, with management, planning, supervisory and administrative functions of the historical-artistic and scientific-technical cultural heritage of UCM, set up by the competent Vice-Rectorate with jurisdiction for culture, which will be chaired by all the directors or heads of the university museums and collections and the person who performs the role of the head of the Historical Heritage Management Unit or person delegated thereby, who will act as the Secretary of this body.

2. The functions of the Historical Heritage Committee will include:

- a) Defining the organisational and functioning guidelines of the museums and collections.
- b) Promoting compliance with the functions assigned to the museums and collections.
- c) Planning the targets to be met that affect the organisation and functioning of the museums and collections.
- d) Preparing a general action plan.
- e) Favourably reporting on the draft regulations on the internal functioning of UCM museums and collections.
- f) Fostering the dissemination of UCM heritage.
- g) Issuing reports on the acquisition of new assets, the acceptance of donations, legacies and inheritances.
- h) Authorising the organisation of temporary UCM exhibitions and appointing those responsible for them.
- i) Fostering and promoting the participation of society, institutions and public authorities in enriching the collections and museums, and the maintenance thereof.
- j) Requesting, through its secretariat, such data, background information, reports and studies as may be considered useful to comply with its functions.
- k) Electing, from among its members, four representatives to sit on the Delegate Sub-committee for Historical Heritage.

3. The Chair of the Committee may call people to attend its meetings to offer technical advice, with the aim of guiding the decisions of the Committee members, without them having speaking or voting rights regarding the decisions adopted by the collegiate body.

Article 13.-The Delegate Sub-committee for Historical Heritage.

The Delegate Sub-committee for Historical Heritage will exercise the functions entrusted to it by the Historical Heritage Committee. The Delegate Sub-committee for Historical Heritage will be made up of the competent Vice-Rector with jurisdiction for culture, who will act as the Chair, and by four members chosen from among the Directors or heads of the university museums and collections that sit on the Historical Heritage Committee and by the person who performs the role of the head of the Historical Heritage Management Unit or the person delegated thereby, who will act as the Secretary of this body.

The Chair of the Sub-committee may call people to attend its meetings to offer technical advice, with the aim of guiding the decisions of its members, without them having speaking or voting rights regarding the decisions adopted by the collegiate body.

SECTION TWO. SINGLE-MEMBER MANAGEMENT AND ADMINISTRATIVE BODIES

Article 14.-Chair of the Historical Heritage Committee and the Delegate Sub-committee on Historical Heritage.

1. The competent Vice-Rector with jurisdiction for culture will act as the Chair of the Historical Heritage Committee and the Delegate Sub-committee on Historical Heritage, as delegated by the Rector.

2. The Chair of both collegiate bodies will perform the following functions:

- a) Exercise the representation of both collegiate bodies.
- b) Call and chair the meetings of the UCM Historical Heritage Committee and the Delegate Sub-committee on Historical Heritage.
- c) Set the agenda, chair the meetings, moderate the debates and suspend them on justified grounds.
- d) Use a casting vote for tied outcomes in order to adopt resolutions.
- e) Uphold compliance with the law.
- f) Endorse the minutes and certify the resolutions of both bodies.
- g) Designate, for their attendance at the meetings of the Committee and the Sub-committee, individuals to provide technical advice on the decisions to be adopted by the members of the Committee and the Sub-committee.
- h) Exercise such other functions as may be inherent to the chairmanship of the two collegiate bodies.

Article 15.-The management of museums and collections.

1. The management bodies of the museums and collections will be appointed and assigned by the Rector from among professors that have doctorates permanently employed by UCM, for a renewable period of five years, following a report from the Deanery of the centre that the museum or collection is attached to, or, as the case may be, by the competent Vice-Rectorate with jurisdiction for culture. Exceptionally, the requirements for permanent employment, and the condition of holding a doctorate, may be subject to exemption, although in the case of the exemption from the latter requirement, the proposed professor must have received the title from UCM.
2. They will exercise the management of the museum or collection in their charge pursuant to the terms established in this Regulation, with the following functions:
 - a) To organise and manage the museum service.
 - b) To run and coordinate the administrative and technical tasks relating to the collection.
 - c) To adopt suitable measures to ensure the security of the historical-artistic and scientific-technical cultural heritage in their custody.
 - d) To carry out the instructions of the Historical Heritage Committee related to its museum or collection.
 - e) Appoint, as the case may be, a curator to be responsible for the conservation of its collections.
 - f) Propose and evaluate the acquisition of pieces offered to form part of the heritage collections.
 - g) To draw up and present plans and proposals to be applied to the museums under their responsibility.
 - h) To authorise access to the collections to researchers that so request and, as the case may be, lend them pieces requested within the framework of the implementation of research projects, in accordance with the procedure established in Article 20.2 of this Regulation.
 - i) To supervise the functions of students with grants or on work experience, and those people who voluntarily collaborate in tasks at the museum.
 - j) To draw up the annual report of the activities of the museum or collection.
3. The management of the museums and collections will have their teaching duties reduced as determined by the Academic Committee.

Article 16.-Honorary or "ad honorem" management of museums and collections.

1. The management of the museums and collections will be assisted, as appointed and assigned by the Rector, from among the honorary or "ad honorem" faculty of UCM, upon a proposal from the Director of the corresponding museum or collection, with the requirements and under the legal regime established in the resolution of the Governing Board, dated 4 May 2017 (BOUC of 19 May 2017), which approved the Regulation establishing the condition of honorary professor, following a regulatory and binding report from the Historical Heritage Committee, prior to the approval of the proposed appointment made by the Faculty Board.

SECTION THREE. GOVERNING BODY

Article 17.-Historical Heritage Management Unit.

1. The UCM Historical Heritage Management Unit, under the academic management of the competent Vice-Rectorate with jurisdiction for culture, will be responsible for coordinating the different centres, services and structures where the assets that form part of the historical-artistic and scientific-technical cultural heritage of UCM are located, as contained in the inventory, for the purpose of guaranteeing the protection and conservation of this heritage.
2. This Unit will be tasked with carrying out the technical and administrative activities related to the management of the tangible and intangible assets regulated in this Regulation.
3. It will be run by the person that exercises the management of the Historical Heritage Management Unit and its members will be the staff necessary to carry out the functions assigned thereto, both technical museum staff and conservation and restoration staff, as well as administrative and services staff.

Article 18.-The management of the Historical Heritage Management Unit.

1. The management of the Historical Heritage Management Unit will be performed by a public servant at UCM, appointed by virtue of the qualifications and professional experience required in line with the position to be held.
2. In their condition as Secretary of the Historical Heritage Committee and Delegate Sub-committee for Historical Heritage, they will have the following functions:
 - a) To attend the meetings, with speaking and voting rights as a member of both collegiate bodies.
 - b) To call the meetings of the body on the instruction of the Chair, and notify its members thereof.
 - c) To receive the communications from the members of the body, whether notifications, requests for information, rectifications or any other type of written notice they should be aware of.
 - d) To prepare matters, draft and authorise the minutes of the meetings.
 - e) To issue certifications of consultations, opinions and resolutions approved.
 - f) To comply with the resolutions of the Historical Heritage Committee and Delegate Sub-committee for Historical Heritage.
 - g) To request, upon an application from the Historical Heritage Committee or its Delegate Sub-committee for Historical Heritage, such data, background information, reports and studies that this collegiate body considers to be useful to comply with its functions.
 - h) To report the proposals that the Director or Directors of the museums and collections pass on to the Chair of the Historical Heritage Committee and its Delegate Sub-committee for Historical Heritage.
 - i) To act as Secretary of the Historical Heritage Committee and its Delegate Sub-committee for Historical Heritage.
 - j) Such other functions as are inherent to the condition as Secretary of the collegiate body.
3. The management of the Historical Heritage Management Unit will have the following functions:
 - a) To propose actions geared towards the conservation, custodianship and dissemination of the tangible and intangible historical-artistic and scientific-technical cultural heritage.
 - b) To coordinate the functioning of the different museums and collections.
 - c) To run the drafting of the inventory of the assets.
 - d) To perform studies on the state of conservation of the assets, propose suitable restoration, establish a priority order and supervise the restoration process.
 - e) To issue reports and technical studies on the management of the tangible and intangible assets of the cultural heritage of UCM.
 - f) To provide the Directors of the museums and collections with technical assistance.
 - g) To coordinate the work of interns, work experience students and volunteers.
 - h) To perform any function related to the ordinary management of the tangible and intangible assets of cultural heritage governed by this Regulation and which have not been attributed to other bodies.
 - i) Any other actions that the proper management and conservation of the historical-artistic and scientific-technical cultural heritage of UCM may require.

TITLE FOUR

Regarding the management of the tangible and intangible historical-artistic and scientific-technical cultural heritage of UCM

Article 19.-Collaboration with the competent public authorities on historical-artistic and scientific-technical cultural heritage.

1. UCM will provide access to the competent public authorities on historical-artistic and scientific-technical cultural heritage for the purposes of verifying the state of conservation of the assets belonging to the historical-artistic and scientific-technical cultural heritage and their suitable protection.
2. The competent public authorities on historical-artistic and scientific-technical cultural heritage may examine the ownership of UCM's rights over the tangible and intangible assets of its historical-artistic and scientific-technical cultural heritage, as well as the corresponding information, for its inclusion, as the case may be, in any inventory under their jurisdiction.
3. UCM will permit access to external researchers to the tangible and intangible assets comprising its historical-artistic and scientific-technical cultural heritage, following a duly reasoned application in writing, in accordance with the summary and ordinary procedures contained in the following article.

Article 20.-Regarding temporary loans of assets comprising the historical-artistic and scientific-technical cultural heritage of UCM.

1. The assets in the museums and collections may be temporarily loaned to other museums, collections or public or private institutions for the purposes of research, their restoration or exhibition.
2. The temporary transfer of pieces from museums and entomology, mineral and herbaria collections to researchers for mere study or research purposes for a period of less than one year will be effected through a summary, abbreviated procedure. The request will be directly made to the Director of the museum or collection who, prior to authorising the transfer, will record all the circumstances relating to the object of the transfer, the period of the transfer and the technical conditions for the transfer and, as the case may be, of the assembly, safety conditions, insurance, should this be necessary, and such other conditions as it may be suitable to regulate, in an annual inventory book of temporary transfers for study or research purposes. This inventory book shall be published along with the annual report on the museum or collection.
3. Other temporary loans will be processed through the ordinary loan procedure, whereby applications must be made in writing to the competent Vice-Rectorate with jurisdiction for culture, which will be the body with jurisdiction to authorise such temporary loans.
 - a) The governing body tasked with processing the file for a temporary loan will be the UCM Historical Heritage Management Unit.
 - b) Prior to the authorisation of the temporary loan, a report will be drawn up by the management of each museum or collection.
 - c) The state of conservation of the asset will be assessed by the technical staff responsible for its conservation, which may recommend the adoption of specific conservation measures during the transfer, custody and exhibition of the asset and, as the case may be, advise it not to be loaned out.
 - d) At any event, a regulatory and binding report must be issued by the Delegate Sub-committee for Historical Heritage.
4. As regards the loans authorised by the competent Vice-Rectorate with jurisdiction for culture, due record of the assets loaned out, and the temporary circumstances of the loan, will be kept, in an annual book-inventory of temporary loans for restoration or exhibition. This book-inventory must be published together with the annual report of the Vice-Rectorate.
5. Collaboration agreements with other academic or research centres, which regulate the exchange of pieces on a periodic basis, must be previously notified to the Historical Heritage Management Unit which, prior to their formalisation, will be submitted to the Delegate Sub-committee for Historical Heritage to issue a regulatory and binding report.
6. Loans will require terms and conditions to be signed and/or the formalisation of a temporary loan contract or bailment with the transferee entity or bailee, which will be of a special administrative nature and contain all the circumstances relating to the purpose of the loan, the period of the loan, and the technical conditions for its transfer, assembly, security conditions, insurance and any other conditions that are appropriate to regulate.
7. The accreditation of the contracting of an asset liability insurance policy will be required, which will at least cover the value of the asset subject to the loan.

Article 21.-Regarding temporary loans of historical-artistic and scientific-technical cultural heritage by other people or institutions to UCM.

UCM may house or receive collections from the historical-artistic and scientific-technical cultural heritage or any other people or institutions, whether public or private.

The competent Vice-Rectorate with jurisdiction for culture will be the body empowered to accept transfers, which will be carried out in accordance with the custody capacity of the museums, collections or centres that receive such collections, and the Rector will issue a resolution determining the maximum time of the temporary loan, the place the asset deposited is to be exhibited and the necessary instructions for its conservation and security.

The deposit shall be formalised through an administrative contract, establishing the time, instructions and conditions of the deposit and the obligations on UCM as the recipient of the loan.

Article 22.-Regarding the treatment of the collections, their registration, inventory and cataloguing.

1. All the assets that comprise the historical-artistic and scientific-technical cultural heritage of UCM must be registered in the corresponding register of each museum or collection. This book will record the registrations and de-registrations of all the assets when this takes place. Exceptions will apply to those cases in which the extensive volume of copies makes it materially impossible to keep the corresponding register, such as museums or collections of entomology and herbaria.

Each museum or collection register will be duplicated in an electronic format.

2. The work necessary to draw up an inventory of all the tangible and intangible assets of the historical heritage that exist at UCM will be promoted, which will contain both individual and disperse collections, as well as those of each museum and collection.

3. Pursuant to the provisions of Article 195 of the prevailing Regulation on Economic and Financial Management of the Complutense University of Madrid, the inventory of the assets of an historical and artistic nature must contain the following information: registration number, registration date, author, measurements, type, technical and material description, state of conservation, location, real or estimated value and such other information as is pertinent.

4. The appropriate and necessary technical studies will be carried out to make the correct artistic, scientific and documentary valuation of the works.

5. The necessary work will be promoted to draw up a reasoned catalogue of all the assets to be included in a management system, which will include all the information on the corresponding asset. This catalogue will be accessible to the public, and include the information that allows the appropriate identification of the assets.

6. Each museum or collection will keep an annual book-inventory of temporary loans for study or research purposes, pursuant to the provisions established to this end in Article 20.2 of this Regulation.

7. The competent Vice-Rectorate with jurisdiction for culture will keep an annual book-inventory of temporary loans for restoration or exhibition purposes, pursuant to the provisions established to this end in Article 20.3 of this Regulation.

Article 23.-Regarding the protection of tangible and intangible assets comprising the historical-artistic and scientific-technical cultural heritage of UCM.

1. The use of tangible and intangible assets included in the General Inventory will be secondary to the conservation of the items, should this be advisable to ensure they are not in danger of damage. All conservation and restoration interventions must be authorised and supervised by the UCM Historical Heritage Management Unit.

2. The UCM Historical Heritage Management Unit may inspect the conservation and custody of the assets at any time and issue instructions as contained in the technical reports that are necessary for their maintenance.

3. UCM shall endeavour to conserve, consolidate and improve the tangible and intangible assets included in the General Inventory, in compliance with the Spanish Historical Heritage Act. These assets may not be subject to any type of treatment without the express authorisation of the Historical Heritage Management Unit, which will compile such technical reports as are necessary.

Article 24.-Right to access the tangible assets of the historical heritage of UCM.

1. UCM shall provide access to researchers duly accredited before the competent services, following a reasoned request. Compliance with this obligation may be implicit when, given prevailing circumstances, it is understood that sufficiently justified reasons exist.

2. UCM shall provide access to the public, in accordance with the regulatory provisions established by the Regional Government of Madrid. The type of assets and their characteristics will be taken into account when determining a regime for visits.

3. All actions that involve a change of location or any other substantial alteration related to the conservation of the tangible goods included in the General Inventory must be previously communicated to the Historical Heritage Management Unit.

4. The use of historical heritage assets in research projects or in any type of study, must be brought to the attention of the Historical Heritage Management Unit for approval by the competent Vice-Rectorate with jurisdiction for culture.

5. The results of all research and studies carried out on tangible and intangible historical heritage of UCM, whatever group may have carried out the research of study, must be submitted to the Historical Heritage Management Unit for the record, to be archived and, as the case may be, to be disseminated.

Article 25.-Regarding the acquisition of tangible and intangible assets of historical heritage of UCM.

1. UCM may acquire assets and rights by any of the means provided for in the legal system, particularly, by the following:

- a) As provided for at law.
- b) By payment, by exercising the right of the power of expropriation, or not, as exercised by the competent regional public authority.
- c) By inheritance, legacy or donation.
- d) Under the statute of limitations.
- e) By swap.

2. Tangible and intangible assets and rights that will constitute part of the historical heritage of UCM will be integrated into its estate, by virtue of direct encumbrance in compliance with the purposes of UCM.

3. The preferred means of acquisition will be by inheritance, legacy or donation, as established by the competent Vice-Rectorate with jurisdiction for culture, protocols and standard documentation for the suitable management of the assets acquired through these methods of acquisition. At any event, donations must be accepted by the Governing Board.

4. For the acquisition of tangible and intangible assets that will form part of the historical acquisition of UCM, the rules established to this end in the prevailing Regulation on Economic and Financial Management and in the budgetary management rules issued together with the annual budget of UCM will be followed.

5. In compliance with the Articles of Association of UCM, it falls to the Rector, or the person with express delegation therefrom, to represent UCM in all procedures to acquire assets, with the necessary authorisations, as the case may be, from the Social Council or Governing Board of UCM.

6. A prior and specialist regulatory report will be necessary for all acquisitions, indicating the value of the asset, its state of conservation and an assessment of any restrictive conditions that may apply thereto. The report may be drawn up by the Historical Heritage Management Unit or, as the case may be, this may be requested from the donor, the corresponding museum or a specialist in the matter. This report must be submitted to the members of the Delegate Sub-committee on Historical Heritage of UCM, together with a dossier with all the information, to be studied and accepted.

Article 26.-Regarding the financing of the restoration of tangible and intangible assets of the historical-artistic and scientific-technical cultural heritage of UCM through the percentage allocated to enriching the historical heritage.

1. In the budget of each public work, totally or partially financed by UCM, an item equivalent to at least 1% of the funds will be included to be allocated to finance conservation works or to enrich the historical heritage of UCM or to foster artistic creativity, with preference to the works themselves or the immediate surroundings, in compliance with the laws on Spanish Historical Heritage or the Historical Heritage of the Region of Madrid.

Article 27.-Regarding the financing of the use of tangible and intangible assets of the historical-artistic and scientific-technical cultural heritage of UCM through fees.

1. Pursuant to the provisions of Article 6.2 h) of the prevailing Regulation on Economic and Financial Management, any returns from UCM's heritage and those other economic activities that are engaged in according to the provisions of the Constitutional Law on Universities and the Articles of Association of UCM are integral rights of the Treasury of UCM, and by virtue thereof, UCM may establish fees for the reproduction of copies and images of its museums and collections, and for exhibitions and visits to such exhibitions, the payment of which will generate the corresponding credit in the budget of the competent Vice-Rectorate with jurisdiction for culture.

The competent body for the approval of the applicable fees will be the Social Council, upon a proposal from the Governing Board, through the Budget of UCM, in accordance with existing market conditions and with the provisions of the Regulation on Economic and Financial Management. These fees, which will be revised under the same procedure, will not include VAT.

2. The authorisation of copies and reproductions of assets will require, at any event, the authorisation of the competent Vice-Rectorate with jurisdiction for culture. When the assets are owned by other public or private institutions, this will also require the prior authorisation of the institution that owns the assets.

Article 28.-Regarding financing by associations or foundations of friends of UCM museums.

1. The museums and collections owned by the Regional Government of Madrid may promote the creation of associations or foundations of friends of the UCM museums and collections that assist in the necessary financing for their restoration and maintenance.

Article 29.-Regarding the duty to respect and conserve the tangible and intangible historical-artistic and scientific-technical cultural heritage of UCM.

1. Pursuant to the provisions of Article 197 of the prevailing Regulation on Economic and Financial Management, the members of the university community are obliged to respect and conserve the heritage of UCM, bringing to the attention of the corresponding university authority any harmful actions they may become aware of against this heritage.

Furthermore, all public or private natural or legal persons that have in their care the possession, management or administration of goods or rights of the tangible and intangible historical-artistic and scientific-technical cultural heritage of UCM, under whatever title, for their custody, conservation or, as the case may be, rational use, will respond thereto for any damage or harm caused by them.

FIRST ADDITIONAL PROVISION

First Additional Provision. – Current museums and location where they are housed.

The following are UCM university museums:

1. Javier Puerta Anatomy Museum, located in the Medicine Faculty.
2. Professor Reverte Coma Medical Anthropology, Forensic Medicine, Paleopathology and Forensics Museum, located in the Medicine Faculty.
3. Hispanic Pharmacy Museum, located in the Pharmacy Faculty.
4. Luis de la Macorra Dentistry Museum, located in the Dentistry Faculty.
5. Optics and Optometry Museum, located in the Optics and Optometry Museum Faculty.
6. Complutense Veterinary Museum, located in the Veterinary Faculty.
7. Archaeology and Ethnology of America Museum, located in the Geography and History Faculty.
8. Manuel Bartolomé Cossío History of Education Laboratory Museum, located in the Education Faculty.
9. Children's Art Educational Museum (MuPAI), located in the Fine Arts Faculty.
10. Comparative Anatomy of Vertebrates Museum (MACV), located in the Biological Sciences Faculty.
11. Astronomy and Geodesy Museum, located in the Mathematical Sciences Faculty.
12. Geology Museum, located in the Geological Sciences Faculty.
13. García-Santesmases Information Technology Museum (MIGS), located in the Information Technology Faculty.

SECOND ADDITIONAL PROVISION

Second Additional Provision – Current university collections and location where they are housed.

The following are UCM university collections:

14. Historical Drugs Collection, located in the Pharmacy Faculty.
15. Gómez Pamo Plant Histology Collection, located in the Pharmacy Faculty.
16. Pharmacy Faculty Mineralogy Collection, located in the Pharmacy Faculty.
17. Classical Models and Mural Prints for the Teaching of Botany, located in the Pharmacy Faculty.
18. Pharmacy Faculty Herbarium (MAF), located in the Pharmacy Faculty.
19. Scientific-Technical Heritage Collection.
20. Historical-Artistic Heritage Collection.
21. José María Prieto Collection, located in the Psychology Faculty.
22. Luis Simarro Legacy, located in the Psychology Faculty.
23. Numismatics Collection, located in the Geography and History Faculty.
24. Complutense Textile Educational Collection, located in the Education Faculty.
25. UCME Entomology Collection, located in the Biological Sciences Faculty.
26. Ethnobotany Collection, located in the Biological Sciences Faculty.
27. Geosciences Faculty Mineralogy Collection, located in the Geosciences Faculty.
28. UCM Palaeontology Collections, located in the Geological Sciences Faculty.
29. Biological Sciences Faculty Herbarium (MACB Herbarium), located in the Biological Sciences Faculty.

THIRD ADDITIONAL PROVISION

The creation of new university museums and collections, along with the modification, merger or elimination of existing museums or collections that are listed in the First and Second Additional Provisions of this Regulation shall not require formal modification of these Regulations.

The creation of new university museums and collections, along with the modification, merger or elimination of existing museums or collections shall, at any event, be subject to the express approval of the Governing Council and their subsequent publication in the B.O.U.C.M., in accordance with the provisions of Article 11 of this Regulation, and this approval shall enable the automatic updated modification of the list of museums and collections contained in the aforesaid First and Second Additional Provisions.

DEROGATING PROVISION

All regulations that are contrary to the provisions of this Regulation are hereby repealed, particularly the restated text, approved by resolution of the Governing Board, dated 22 July 2009 (BOUC no. 8 of 29 July 2009) and amended on 27 May 2014 (BOUC no. 11 of 12 June 2014), and dated 29 November 2016 (BOUC no. 24 of 2 December 2016) on the REGULATION OF MUSEUMS AND COLLECTIONS OF THE HISTORICAL HERITAGE OF THE COMPLUTENSE UNIVERSITY OF MADRID, as well as the Regulations on the Internal Regime issued by UCM museums and collections approved prior to the entry into force of this Regulation.