



RULES OF THE READING ROOM

Access to the archives is available by appointment only.

Monday – Thursday

10 AM – 1 PM

2 – 5 PM

Things to Remember

- I. These opening hours may be subject to change from time to time.
- II. We can only provide access to a limited number of researchers at once.
- III. Readers who are disorderly or disruptive will be asked to leave the Archive.
- IV. Viewing restricted records will require additional documentation and ID.
- V. Certain records will need to be redacted in parts to adhere to current Data Protection legislation and privacy concerns.

Applying for Access

- I. Readers wishing to consult the archives must complete and submit a reader application form to the Archivist for approval and issue of a reader's ticket. Once issued a reader's ticket is valid for 12 months.
- II. A reader may be asked for photographic identification when submitting a reader application form.
- III. All registered readers will be required to sign the attendance book daily.



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Research Room Rules

- I. Coats, bags, or other personal items may not be brought in to the research room. These items must be left in the cloakroom area. The County Archives Service will accept no responsibility for people's property.
- II. Food or drink is strictly forbidden in the research room. Please note this includes cough sweets or chewing gum.
- III. Please consider other researchers by keeping conversations to a minimum and turning off mobile phones.
- IV. Pencils may be used to take notes; these will be available from the invigilator on duty as are sharpeners and erasers. Pencils must not be sharpened on the table where documents are located. Please use the bin provided.
- V. Biro's or pens of any sort, markers or correction fluid are not allowed in the Reading Room.
- VI. Personal computers or tape recorders may be used by arrangement with staff.
- VII. Cameras and their use are prohibited unless prior arrangements have been made with the Archivist and permission granted.
- VIII. Readers must not remove archives or reference books from the Reading Room. Finding aids and reference books should be placed on their shelves when no longer required.
- IX. Readers are responsible for the safety of the archives produced to them until they are returned to staff.



RULES OF THE READING ROOM

Handling of Archival Material

- I. Material stored in Tipperary County Archives not open for public access will not be produced until the designated time that it becomes available for public access.
- II. Material not processed will only be produced with the Archivist's consent.
- III. Material required by readers is requested on our document request forms.
- IV. Readers will only be issued with what the Invigilator on duty considers a manageable number of archival records at any one time.
- V. Archives produced for readers are to be treated with respect and not abused in any way.
- VI. Readers are forbidden to write on or mark archives, lean on them, fold them or alter them in any way. Readers must not lick or moisten their fingers before turning pages and are reminded not to turn a page with a pencil in their hand.
- VII. Documents are to be left the way they are produced, any loose documents or letters within a volume are to be left in their original place. Loose documents must remain in the order in which they are presented.
- VIII. Please notify the Invigilator on duty of any damaged or misfiled documents.
- IX. If Readers are not finished with material at the end of their visit please notify the Invigilator on duty when returning the documents that they will be required again.



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Reproduction of Archival Material

- I. Reproduction is carried out by request. However not all collections in the archives may be reproduced.
- II. A copy request form available on request must be submitted where reproductions are required. This service carries a charge. It should be noted reproductions can sometimes take a number of days.
- III. Reproductions for use in publications or citation of any documents in full or part is subject to copyright. Permission must be sought from the Archivist or in some cases the owner of the documents.

Failure to observe the *Rules for Readers* may result in the archives being removed from the reader. Theft or concealment of archives and willful damage to archives are criminal offences under Section 65 of the Local Government Act, 1994.