

## Kildare County Archives Rules for Readers

Access to the Research Room is by prior appointment with the archivist only on Thursday and Fridays 10.00 to 12.45 and 14.00 to 16.30 subject to availability.

Contact: [archives@kildarecoco.ie](mailto:archives@kildarecoco.ie).

The Research Room is closed for lunch from 12.45 to 14.00.

1. All Readers must be registered as a Kildare Library Service (or any Irish County Library Service) member, complete a **Reader's Application Form** and agree to abide by the **Rules for Readers**. They must produce their library card and sign the Attendance Book on entering and leaving the building.
2. Personal belongings/coats must be left in the lockers provided. Readers may only bring material into the Reading Room for taking notes (pencils only), notebooks, personal computers (without cases), phones (airplane mode only).
3. Readers should observe silence in the Reading Room unless consulting a member of staff. Mobile phones must be silenced.
4. CCTV is in operation for the detection of crime, the protection of archive collections, the building, and other property, and for the security and the health and safety of staff and customers.
5. Some collections/documents have access restrictions.
6. When consulting Archives please note that they are fragile and irreplaceable. They should be handled with great care. Please bear the following in mind:
  - Use pencils only for taking notes.
  - Removal of archives from the Reading Room is not permitted.
  - Do not re-arrange files or bundles of documents. Readers should bring to the attention of the archivist any problems they may have with regard to disordered, missing or loose papers.
  - Do not remove papers from files.
  - Do not remove any bindings/clips from files or documents.
  - Do not lean on archival material or mark or fold documents.
  - Do not moisten your fingers before turning pages.
  - Pencils should not be sharpened at the Research desks. Please use the dustbin near the Research Room desk.



7. Readers may not bring anything into the Reading Room liable to cause damage to archives, including newspapers, pens, correction fluids, adhesives, or sharp instruments. Food, including chewing gum and sweets, or drink may not be consumed in the Reading Room area.
8. Please use cushions or rests as provided by the archivist.
9. Digital Images - The photographing of archival material may be permitted in certain circumstances. A permission form must be signed in advance. The decision on whether to permit copying of archival material is at the discretion of the archivist.
10. Archives are copyright and must not be published or reproduced without the written consent of the archivist. The copying of personal information less than 100 years old is restricted.
11. Researchers must not sell or donate copies or photographs of archival material to others which they have taken in the County Archives Reading Room. The permission of the archivist is required prior to copies, or extended transcripts, of a document being made.
12. In the event of legal action arising out of the publication or dissemination of any information or images which a Reader has obtained, they shall be held wholly responsible.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Access to the Reading Room is subject to compliance with the Rules for Readers. Failure to observe the Rules for Readers may result in removal of archives from a reader and/or cancellation of the Reader's Ticket.

Section 80 of the Local Government Act, 2001, makes the theft or wilful damage to local archives an offence, liable to prosecution.

