

OFFALY HISTORY ARCHIVES



RULES FOR ARCHIVES RESEARCHERS

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GENERAL RULES

1. All researchers must complete a research application form before being allowed access to the research room. This includes a declaration that the researcher's conduct will conform with rules as proscribed in this policy.
2. An appointment is essential. Access can only be granted to a limited number of researchers at one time. Appointments are not valid until confirmed by a member of staff.
3. Researchers must sign the attendance book each day.
4. No outdoor coats, umbrellas, hats, folders, envelopes, cases or bags, including carrying cases for laptop computers, may be brought into the research area.
5. Researchers must not bring into the research area anything liable to cause damage to the archives. This includes food and drink; cough sweets and chewing gum; newspapers, sharp instruments; erasers; and correcting fluid.

PRODUCTION

1. Material deposited in Offaly History Archives which is not open to inspection, shall not be produced until the time prescribed.
2. Material which is being catalogued may not be produced without the permission of the archivist in charge.
3. Offaly History Archives reserves the right to restrict access to items of particular physical fragility and to items of sensitive content (*e.g.*, records where the privacy rights of living individuals outweigh any inherent research value).
4. All items which a researcher wishes to consult should be recorded on the document request form supplied.

5. Where a digital or other surrogate exists, this will be produced rather than the original.
6. No researcher shall have more material at any one time than an amount which is deemed by the archivist in charge to be in compliance with the safety of the material.
7. Readers shall, before leaving the reading room, return all records produced for their use to a member of staff.
8. Readers who wish records to be kept available for their use on the following day should inform the archivist in charge of the research room.

HANDLING

1. When handling original archives, researchers must be aware that these are fragile items and must be treated with respect.
 - Ensure your hands are clean.
 - Do not lick or moisten your fingers before turning pages
 - Do not lean or place anything on archives. Do not rest your notebook, paper or cards on archives while taking notes.
 - Do not mark, crease or fold archives.
 - Do not disorder or rearrange loose documents or remove tags or fasteners from files.
2. Pencils only may be used for any purpose in the research room. No pen of any kind may be used.
3. Laptops are permitted. There are power points nearby for your convenience.
4. Photocopies and photographs may be provided in accordance with the Copyright Act. See the leaflet 'Request for Copies.'
5. Indiscriminate use of digital cameras is forbidden as this breaks the terms of the Copyright Act. See leaflet 'Request for Copies' for more information.