

Rules and Notes for Readers of the Archive Collection

1. Access to the Archive Collection is by prior appointment with dlr Archive Services only. Current opening hours are Tuesday-Friday, 9am – 12pm, but may be subject to change at short notice. Readers will be supervised throughout their visit.
2. Readers must complete and sign a Research Application form in advance of their first visit to the Archives. This includes an agreement to abide by these Rules.
3. It is the researcher's responsibility to request required material in advance in writing by email.
4. While every attempt will be made to meet such requests, this may not always be possible. Some collections may have access and copyright restrictions and unprocessed material may not be available for public inspection. Researchers will be informed of this prior to their visit.
5. *Archive material is fragile and irreplaceable. It should be handled with great care.*
The following rules apply in all cases:
 - **Pens are not permitted in the reading room and pencils only may be used to write with.** These should not be sharpened at the desk. The use of laptop and tablet computers for note-taking is generally permitted with prior permission.
 - **Readers should not lean on archival material.** They may not trace from, write on or in any way deface or damage archive material. Moistening and licking fingers to turn pages is not permitted. Books supports and/or gloves will be provided by Archive Services as needed and **must** be used on request.
 - **Readers should not re-arrange loose documents or remove papers from the files.** Readers should bring any issues of this nature to the attention of Archive Services, as well as issues with disordered, missing, or loose papers.
 - **Readers may not bring anything liable to cause damage to archives into the reading room.** This includes newspapers, pens, correction fluids and/or tapes, adhesives, and sharp instruments.
 - **Food and drink are not permitted in the reading room.** This includes drink (including bottled water), chewing gum, sweets, and all other consumables.
 - **Readers are requested to wash their hands with soap and water prior to using archive material.** The use of hand sanitisers is strictly prohibited when handling the documents.
6. *Reproduction:*
 - **Photocopying of archive material is forbidden.** Photography of material is permitted in certain circumstances with the prior permission of Archive Services. Researchers must not sell or donate copies of archival material to others.

- The decision on whether to permit photography of archival material is at the discretion of Archive Services.
- **Archive material is copyright and must not be reproduced without consent.** Permission to reproduce materials must be sought from Archive Services in writing and the decision to grant this will be made by the responsible Director of Services.
- In the event of reproduction of archival material, correct attribution must be given to Dún Laoghaire-Rathdown County Council in a form provided by Archive Services.

7. *General*

- **Smoking is prohibited in all Dún Laoghaire-Rathdown County Council offices and buildings.**
- **Mobile phones may not be used in the reading room** and their sound should always be turned down. Calls may be taken outside the room.

Under the terms of the Local Government Act 2001, removal, concealment and the damage or destruction of archives held by a local authority is an offence and liable to prosecution.