

Rules and Procedures for Researchers

Researchers are admitted on the grounds that they adhere to the rules and procedures for access. Failure to observe the rules may result in access being withdrawn. Theft or concealment and wilful damage to archives are criminal offences under section 18 of the national Archives Act, 1986 and under Section 80 of the Local Government Act, 2001.

Access is to archival material is granted strictly by appointment

1. Researchers must sign the attendance book at each visit
2. Researchers must not remove archive material from the reading room
3. No food or drink may be consumed on the premises (that includes sweets and chewing gums).
4. Pencils should be used when taking notes. Pens, correcting fluid sharp instruments, erasers or newspapers are prohibited.
5. Use care when handling archival material, the item is fragile and must be treated with respect:
 - Cotton gloves must be worn
 - Do not lean on archives, use provided weights to hold up volumes, use book stands or pillows
 - Do not rest your notebook on paper on top of archival material when taking notes
 - Do not mark, crease or fold archival material
 - Do not moisten or lick fingers when turning pages
 - Do not remove tags or fasteners from files or volumes
6. Local Authority Archives can not be published or reproduced in whole or in part without the consent of the local authority, under Section 80 of the Local Government Act, 2001 (previously Section 65, 1994). Such consent is not required if the author is merely citing archives in footnotes or bibliographies, but it is required if part of the text of the document is quoted word for word or if photographs or photocopies of archives are reproduced in a publication.
7. Use of photographic, scanning and photocopying equipment is prohibited.