**University Archives, University College Cork**

**Conditions of Access:**

1. All research in the Reading Room will be carried out under the direct

control and supervision of the University Archivist

2. All items are to be returned in their original order and condition

3. Permission must be requested for any reproductions. Such permission can be denied where it is felt copying could harm the physical condition of the material

4. Reproductions (e.g. photocopies, printouts, images, transcriptions) are supplied for private use **only**. Written permission must be sought from the University Archivist prior to publication of material. Any such approved publication must acknowledge its source

5. Use of digital camera is allowed under certain circumstances

6. Items deemed too fragile for handling will be withheld from use

7. All access is dependent on the researcher adhering stringently to the Reading Room regulations provided and on reading and agreeing to our Data Protection Privacy Notice

Name of Applicant ............................................................................................

Address.............................................................................................................

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Tel. No. ............................................................

E mail ……………………………………………...

Purpose of Research (e.g. Private, Genealogical, Academic, Publication etc)...............................................................................

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Is the research intended for publication? Y/N

If Yes please supply details

(***If for publication, an additional form will need to be completed***)

I have read and agree to comply with the above regulations and Privacy Notice:

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

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OFFICE USE ONLY - Material to be accessed:

READING ROOM

**UNIVERSITY ARCHIVES, UNIVERSITY COLLEGE CORK**

# GUIDELINES FOR READERS

* The reading room is open to readers by appointment only.
* Personal belongings (bags, umbrellas, briefcases etc.) must be left in the cloak room provided.
* Readers must complete the Access Form on their arrival.
* Personal computers may be used by arrangement with the reading room supervisor.
* Readers will not be issued with more than one box of loose papers or one file or three bound volumes at one time.
* Readers are not permitted to use liquid ink, fountain pens, ball-point pens, or felt-tip pens in the reading room. Only graphite pencils may be used and they must be sharpened in a specific area.
* Readers must not mark, crease or fold the items.
* Readers must not moisten their fingers in order to turn the pages.
* Readers are requested to use a bookrest to support bound volumes.
* Readers must not lean or place objects on the documents.
* Readers must not place documents or their boxes on the floor.
* Readers must not disturb the arrangement of loose papers.
* Readers should report details of damaged or defective documents to a member of staff.
* Readers are not permitted to bring objects or materials which may injure the documents into the reading room e.g. food or drink.
* Readers should not remove documents from the reading room.