



LIBRARY

RULES FOR USERS

Please abide by these simple rules which are designed for the long term protection of our valuable and unique collection. Failure to observe these rules will result in termination of the research or reading service.

- All Library material must be consulted in the Librarian's Office, 6 Kildare Street, Dublin 2, under supervision.
- All bags, coats etc., must be placed in the storage facility provided in the Librarian's office before any research or reading begins.
- All work must be done in pencil.
- Library materials must not be marked or defaced in any way.
- Every item must be handled with care.
- The number of items issued at a time may be limited.
- Book supports are available and must be used for bound volumes and all archive material.
- Pages should not be turned roughly or after wetting fingers.
- Do not lean on pages or allow material to hang over the side of the table.
- To protect material, cotton or vinyl gloves must be worn on instruction from the Librarian.
- Photocopying or scanning of material may only be done at the Librarian's discretion. (*Refer to Library's photocopying policy*).
- Fragile or rare material may not be copied under any circumstances. Some material may be photographed at the discretion of the Librarian.
- Rules regarding copyright must be observed.
- If you need to leave your desk for an extended period (e.g., lunch) please return the items to the Librarian for that time.
- Archival files must be returned with their papers in the order in which they were delivered.
- When you leave, please return all items to the Librarian.