

Access to archive material

- Archive material may be accessed subject to the conditions laid out in the introduction, with the following additional conditions.
- **College records** are closed for **50 years**, access to records under 50 years old may be granted in exceptional circumstances on application to the Dun's Librarian.
- All other **institutional records** are closed for a period of **30 years**.
- All records containing **personal or medical information** are closed for a period of **100 years**, with the two following exceptions;
 - (1) Researchers may apply to view records containing personal or medical information relating to themselves, or their next of kin.
 - (2) Researchers may apply to use the records for research purposes in which personal information is not disclosed, e.g. statistical analysis and/or anonymisation.

Please note that the archivist's decision is final and that reasonable steps may need to be taken to prove kinship or the genuine nature of the research.
- All other material is available for access without additional conditions, unless conditions were placed on access at the time they were deposited with the archive.
- All researchers using archive material which may contain personal data will be asked to sign a Data Protection Act Declaration.



ROYAL COLLEGE OF
PHYSICIANS OF IRELAND

HERITAGE CENTRE ACCESS GUIDELINES

June 2010

Introduction

- Access to any of the material held by the Heritage Centre is by appointment only.
- Heritage Centre opening hours are from 10am to 1pm, and 2pm to 4pm Monday to Friday.
- All users must sign in and out of the visitor's log on each visit to the Heritage Centre, by signing the log you are agreeing to abide by our Rules for Researchers.
- All material must be handled in accordance with our Handling Guidelines
- The heritage centre will not issue items when it is felt that their physical condition is such that handling of the item will cause further damage. The decision of the Heritage Centre staff on this point is final.
- Items from the Heritage Centre which are on display within the College may only be viewed in their display location. Given the use of the college buildings researchers should be aware this may limit the times at which they can be viewed.
- For information on obtaining copies of items held by the Heritage Centre please see our Copying Guidelines.

Access to library material

- Library material may be accessed subject to the conditions laid out in the introduction.

Lending of library material

- The Library will only lend material through inter-library loans.

Access to heritage items

- Heritage items may be accessed subject to the conditions laid out in the introduction, with the following additional restrictions;
- The size, fragility and value of some of the heritage items means that they will only be made available to researchers in exceptional circumstances.