

NATIONAL ARCHIVES OF IRELAND

APPLICATION FOR READER'S TICKET

Before completing the Application form and Declaration statement,
please read the **Rules for Readers**

PLEASE WRITE LEGIBLY

I hereby apply for a Reader's Ticket

Surname _____

First name _____

Permanent address _____

Address in Ireland (if different) _____

Email address _____

Telephone number _____ (home) _____ (mobile)

Subject of research (nature of the records to be searched) _____

Purpose of research _____

If attached to a university, society or other institution, please state _____

For how long do you require a Reader's Ticket? _____

Photographic ID submitted _____

Declaration by Applicant

I have read the **Rules for Readers** and agree to abide by them.

Signature _____ Date _____

For Staff Use Only

Issued by _____ Date _____ Ticket number _____

NATIONAL ARCHIVES OF IRELAND

APPLICATION FOR READER'S TICKET

Before completing the Application overleaf please read the RULES FOR READERS which follow

1. The Reading Room is open to readers holding a current Reader's Ticket, issued by the National Archives. Readers are admitted to the Reading Room only for the purpose of reading archives, finding aids or reference works. When applying for a Reader's Ticket photographic proof of identity must be produced.

2. Readers must sign the Attendance Book in the Entrance Hall on the Ground Floor each day.

3. Readers must observe silence in the Reading Room except when consulting a member of staff.

4. Readers must not remove archives, films or fiche from the Reading Room and are responsible for the safety of the materials produced to them until they are returned to the Supervisor.

5. No personal belongings, except material for taking notes and personal computers, may be brought into the Reading Room. Coats, jackets, hats (last two unless being worn) bags, handbags, briefcases, umbrellas and other belongings must be left in the lockers in the Entrance Hall as must mobile telephones and pagers. The National Archives will not accept responsibility for Readers' property.

6. Nothing liable to cause damage to archives may be brought into, consumed, or used in the Reading Room or related areas. This includes food, drink, sweets (including cough-sweets and chewing-gum), newspapers, ball-point pens, felt-tip pens, fountain-pens, ink, fluorescent or other markers, erasers, correction fluids or adhesives of any kind, sharp instruments including pencil-sharpeners, or staplers, all of which must be left in the lockers in the Entrance Hall.

7. Archives are fragile and must be treated with respect:

Use book-cushions whenever possible;
Do not place clothing on the reading tables;
Do not lean on, or place anything on, documents;
Do not mark, crease or fold documents;
Do not lick or moisten fingers before turning pages;
Do not place records or boxes on the floor;

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Do not disorder or rearrange loose documents or remove tags from files;
Do not attempt to reorder documents yourself;
Do not turn the pages of documents with a pencil in the hand;
Please bring to the attention of the Supervisor documents that are disordered, damaged, defective or misfiled;
Please bring any problem to the attention of the Supervisor.

8. **Pencils only** may be used for taking notes. Pencils and sharpeners are available at the Desk in the Reading Room. Pencils must not be sharpened at the reading tables and personal pencil-sharpeners are forbidden.

9. Taping devices and other electronic equipment may only be used by arrangement with the Reading Room Supervisor, subject to space and table power sockets and without disturbance to other readers.

10. The use of all photographic equipment is prohibited except where special permission has been obtained from the Reading Room Supervisor in advance.

11. The use of copying and tracing devices, as well as personal radio and stereos is prohibited.

12. Finding aids and reference books should be replaced on their shelves when no longer required. Please use the cushions provided when in use.

13. Archives are copyright and must not be published or reproduced without the written consent of the Director.

14. Readers' tickets are issued subject to compliance with the **Rules for Readers**. Failure to observe the **Rules for Readers** may result in removal of archives from a reader or cancellation of the **Reader's Ticket**. Theft or concealment of archives and wilful damage to archives are criminal offences under Section 18 of the National Archives Act, 1986.

