

Rules for Readers

Please tick the boxes to ensure that you have read, understood and accept these Rules.

A detailed version is available on the website of the National Archives.

Please TICK

1	<p><u>When you arrive</u></p> <p>You need a valid Reader's Ticket with you to gain access to the Reading Room. You must sign the Attendance Book in the Entrance Hall on the Ground Floor each day.</p>	<input type="checkbox"/>
2	<p><u>Going into the Reading Room</u></p> <p>In the Reading Room, you may bring only material for taking notes (pencils), notebooks, personal computers (without case), electronic devices and digital devices (without cases). Everything else must be left in the lockers on the Ground Floor.</p>	<input type="checkbox"/>
3	<p><u>When in the Reading Room</u></p> <p>You should observe silence except when consulting a member of staff. Please treat fellow Readers with courtesy and respect.</p>	<input type="checkbox"/>
4	<p><u>When consulting Archives</u></p> <p>Archives are fragile and you must treat them with respect:</p> <ul style="list-style-type: none"> • You must only use pencils for taking notes, • You must not remove archives or microforms from the Reading Room, • You must not bring any items liable to cause damage to archives into the Reading Room, • You must not try to re-arrange files or bundles of documents, • You must not disbind files for the purposes of photography or copying, • You must not lean on, or mark, documents. 	<input type="checkbox"/>
5	<p><u>When using our catalogues and finding aids</u></p> <ul style="list-style-type: none"> • Do not write on them or mark them. • Use the cushions provided to support the spines. • Replace them on the shelves when you are finished. 	<input type="checkbox"/>
6	<p><u>Taking digital images</u></p> <p>You may only take digital images with permission. You must sign a permission form in advance. This must be done daily. You may use digital devices to take images. Phones are allowed in airplane mode only.</p> <ul style="list-style-type: none"> • Please discuss your requirements with the Duty Archivist. 	<input type="checkbox"/>
7	<p><u>Confidential Records</u></p> <p>You may need to sign a Data Protection Form if you are looking at personal information.</p> <ul style="list-style-type: none"> • Please contact the Duty Archivist. 	<input type="checkbox"/>
8	<p><u>Using our Archives</u></p> <p>Archives may be subject to copyright. You will need to apply for permission if you want to publish or reproduce any archives.</p> <ul style="list-style-type: none"> • Fees may apply – please consult the <i>National Archives (Fees) Regulations, 2012</i> 	<input type="checkbox"/>

Signature _____ Date _____

Please Note: 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 and/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.