



## **National Archives' Filming Policy**

### **Introduction**

The National Archives welcomes the opportunity to feature our records on film and television. However, the nature of our collections means that we must take into consideration questions of copyright, conservation and security and so we cannot always guarantee access to all of our collections.

To view original documents at the National Archives, you will need a valid reader's ticket – please see our [website](#) for further details.

**Original documents cannot under any circumstances be removed from the National Archives for filming.**

### **Making a request to film (minimum 15 working days' notice)**

- To request permission to film, please download and complete the application form on our [website](#) at and submit to [query@nationalarchives.ie](mailto:query@nationalarchives.ie) as dates cannot be reserved until we have received your completed application form.
- Once permission has been given to film you will receive an email confirming the date and time agreed plus the cost of filming. Should you wish to cancel your booking at this stage, please contact us as soon as possible.
- For security reasons the names of the crew who will visit (including presenters, interviewees and researchers) must be provided in advance of filming.

### **How to identify the records you wish to film**

- You are responsible for identifying the document(s) you wish to film - the National Archives cannot undertake this work on your behalf.

- To assist in identifying the records in which you are interested, our [online catalogue](#) can be searched, as can the finding aids in our Reading Room. National Archives staff can also advise on record collections which may be of relevance to the focus of your production.
- All documents have a file reference number and these must be submitted with your application to film. We will order documents on your behalf to ensure they are ready for your arrival but no additional documents can be ordered on the day of filming.
- A maximum of ten documents can be ordered per filming session. However, it is only feasible to handle up to five documents within one hour of filming. Documents identified and ordered should be used for their content only and not as a background or prop.

### **Filming in the National Archives**

We encourage crews to bring their own presenters or researchers, but should you wish to interview a staff member about our records this must be arranged with us in advance.

We do not provide access to the repository (document storage area) and while we will make every effort to accommodate your filming needs, please be aware that these are working areas and in some instances, filming/recording may be interrupted intermittently.

### **Times of filming**

Filming takes place in the National Archives between 9.30am–12.30pm and 1.30pm–4.30pm, Monday to Friday. The crew must be off site by 5pm.

Out-of-hours filming can be arranged but must be negotiated well in advance and may incur additional costs for security.

### **Supervision**

Our archives are precious which is why we impose restrictions on how they must be treated. Documents are easily damaged and must be handled as little as possible.

A member of staff will be on hand throughout filming to ensure that the documents are handled correctly and that archival best practice is being followed.

- The National Archives reserves the right to terminate filming at any time if the staff member supervising is concerned that filming is deviating from the arrangements agreed.
- The crew must stay with the staff member and wear their visitor passes at all times during filming in the building.
- All electrical items being brought into the National Archives will require a PAT test

- No food or drink of any kind (including water, chewing gum or sweets) is allowed near the documents at any time.
- [Reading Room rules](#) must be observed at every stage of filming.

### **Parking**

We are not able to reserve spaces for film crews. However, there is public parking available on Bishop Street.

### **Fees and licensing**

The National Archives' filming rate is €130 per day or €65 per half day. This cost includes locating, ordering, conserving and producing records for filming and the presence of a member of staff who must be on site for security reasons.

- Permission to produce a document in print, on television or on the internet is €65.
- Licence to distribute a copy of a document for not more than 7 years is €200.
- Once filming has taken place, you will be sent an invoice by the National Archives for fees incurred which must be paid within 30 working days.

### **Crediting source material**

The National Archives, must be credited as the source of the records on screen and in the script during the broadcast. If images used in print the full reference of the document must be noted. For example: National Archives, DFA/13/2/1

### **Social media**

The National Archives reserves the right to feature on its social media platforms the filming session, its subject matter and document reference/s including but not limited to Twitter, Instagram or in a blog to be uploaded during or after the programme is aired.

The film company/producer agrees to accept that a photograph can be taken at the time of filming to be used exclusively for our social media purposes.

For further information, please contact us at [query@nationalarchives.ie](mailto:query@nationalarchives.ie)