



RULES OF THE READING ROOM

Monday - Thursday

10 AM - 1 PM & 2 - 5 PM

Things to Remember

- I. These opening hours may be subject to change from time to time.
- II. Access to the archives is available by appointment only.
- III. We can only provide access to a limited number of researchers at once.
- IV. Readers who are disorderly or disruptive will be asked to leave the Archive.
- V. Viewing restricted records will require additional documentation and ID.
- VI. Certain records will need to be redacted in parts to adhere to current Data Protection legislation and privacy concerns.
- VII. Archival records may not be borrowed by individuals.
- VIII. Smoking is completely forbidden.
- IX. It is a policy of the Archives that only processed collections, which is collections that have been appropriately cleaned, arranged, and described, shall be accessible to users. However, given that several collections have been available to Tipperary Studies users in the past these specific records shall remain accessible depending on their physical condition.



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Applying for Access

- I. Readers wishing to consult the archives must complete and submit a reader application form to the Archivist for approval and issue of a reader's ticket. Once issued a reader's ticket is valid for 12 months.
- II. A reader may be asked for photo ID when submitting a reader application.
- III. All registered readers will be required to sign the attendance book daily.

Handling of Archival Material

- I. Readers will only be issued with what the Invigilator on duty considers a manageable number of archival records at any one time.
- II. Archive material is fragile & irreplaceable. It must be handled with great care.
- III. Readers are forbidden to write on or mark archives, lean on them, fold them or alter them in any way. Readers must not lick or moisten their fingers before turning pages and are reminded not to turn a page with a pencil in their hand.
- IV. Documents are to be left the way they are produced, any loose documents or letters within a volume are to be left in their original place. Loose documents must remain in the order in which they are presented.
- V. Please notify the Invigilator on duty of any damaged or misfiled documents.
- VI. If Readers are not finished with material at the end of their visit, please notify the Invigilator on duty when returning the documents that they will be required again.



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Research Room Rules

- I. Coats, bags, or other personal items may not be brought into the research room. These items must be left in the cloakroom area. Tipperary County Archives will accept no responsibility for people's property.
- II. Food or drink is strictly forbidden in the research room. Please note this includes cough sweets or chewing gum.
- III. Please consider other researchers by keeping conversations to a minimum and turning off mobile phones.
- IV. Pencils may be used to take notes; these will be available from the Supervisor on duty as are sharpeners and erasers. Pencils must not be sharpened on the table where documents are located. Please use the bin provided.
- V. Biro's or pens of any sort, markers or correction fluid are forbidden.
- VI. Personal computers or tape recorders may be used by arrangement with staff.
- VII. Cameras and their use are prohibited unless prior arrangements have been made with the Archivist and permission granted.
- VIII. Readers must not remove archives or reference books from the Reading Room. Finding aids and reference books should be placed on their shelves when no longer required.
- IX. Readers are responsible for the safety of the archives produced to them until they are returned to staff.



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Reproduction of Archival Material

- I. Reproduction is carried out by request. However not all collections in the archives may be reproduced.
- II. A copy request form available on request must be submitted where reproductions are required. This service carries a charge. It should be noted reproductions can sometimes take a number of days.
- III. Reproductions for use in publications or citation of any documents in full or part may be subject to the 2000 Copyright and Related Rights Act. Permission must be sought from the Archivist or in some cases the owner of the documents.
- IV. In any publication containing the reproduction of archival records in the archive's custody, Tipperary County Archives must be correctly acknowledged within the publication itself as the source of any reproduced archival records and the current custodian of the original records.
- V. The copying of personal information less than 100 years old is restricted.

Failure to observe the Rules for Readers may result in the removal of archival records from the reader. Theft or concealment of archives and willful damage to archives are criminal offences under Section 65 of the Local Government Act, 1994.