



# Irish Architectural Archive Reading Room Regulations

## **Opening hours**

The reading room is open to the public from 10 am to 5 pm, Tuesdays to Fridays.

Access on Mondays can be facilitated strictly by appointment only (e-mail [info@iarc.ie](mailto:info@iarc.ie) or phone +353 1 6633040 to make a booking).

## **Admission**

Admission to the reading room is strictly at the discretion of the Archive Staff, and the Archive reserves the right to refuse admission to the reading room.

## **Registration of first time readers**

All those visiting the Archive's reading room for the first time must complete a reader registration form and be issued with a reader's ticket. Readers should bring their reader's tickets with them on all subsequent visits, as the reader number on the ticket is required to request reserved items from the Archive collections.

Reader's tickets are non-transferable and are not forms of identification. The possession of a reader's ticket does not entitle the bearer to entry to the Archive.

## **Group visits**

Visits by groups of 5 or more must be booked at least two days in advance. Bookings can be made by telephone or e-mail ([info@iarc.ie](mailto:info@iarc.ie)).

## **Signing in**

All readers must sign the visitors' book on each visit to the reading room.

## **Coats and Bags**

Coats and bags must be left in the lockers provided in the basement cloakroom.

### **Locating material in the Archive**

The Irish Architectural Archive's on-line catalogue is accessible at the public access terminals in the reading room.

In addition to the database, other finding aids include the card catalogue (in the process of being phased-out but still relevant especially for information on drawings) and individual collection lists.

If you have trouble finding material of relevance to your area of interest, please ask the staff member on duty.

### **Accessing material in the Archive**

Archive holdings may be consulted only in the reading room.

To view material held by the Archive, other than material held in the reading room, readers must complete a call slip. Call slips are available in the reading room. Only 5 call slips may be submitted at any one time. Material requested on call slips will be made available in the reading room as soon as is practicable, but please note that waiting periods of up to one hour may be experienced.

In the case of drawings and some other categories of material, items requested before 1 pm will be available at 2.30 pm. Material requested after 1 pm will be available at 10 am the following morning.

### **Copying material in the Archive**

From 28 February 2013, the following revised copying procedures will apply in the reading room.

PHOTOCOPIERS are not available for public use. Members of the public wishing to make copies of material held by the Archive may do so within the parameters of the relevant copyright legislation using personal devices including cameras (digital or analogue), phones or other computer devices with cameras. Scanners or other electronic copying devices which touch the surface of the material being copied are NOT ALLOWED. Flash photography and the use of tripods are also NOT ALLOWED. Material must remain on the reading room tables.

No copying will be allowed until the relevant copyright declaration form has been completed and signed, and the relevant fee paid. A revised scale of charges will apply. The fee will be €1 per item copied. An item is defined as:

- 1 drawing
- 1 photograph
- 1 mss file
- 1 press cuttings file
- 1 pamphlet
- 1 journal article

Not more than 20% of a book.

All copying is at the discretion of the staff member on duty. The Archive reserves the right to refuse permission to any individual to copy any material in its collection.

Where an individual does not have a personal copying device available to them, they may use a digital camera available at the reading room desk. Fees applicable will be identical to those which apply for the use of personal devices. Images taken using the Archive's camera will be emailed within five working days. Please note that Archive staff are NOT PERMITTED to take copies using the Archive's camera or readers' own copying devices.

PHOTOCOPIES of certain material held by the Archive may be provided but please note that the following items will not be photocopied: books, bound periodicals, maps, plans, drawings and original MSS and any fragile or damaged material. The fee for photocopies is €1 per A4 page and €2 per A3 page. A €2.50 handling fee per 10 pages applies to all photocopy orders. Photocopy orders will be completed within 10 working days.

DIGITAL SCANS of material held by the Archive can be ordered. These are supplied at a resolution of 300dpi in JPEG format. Charges vary depending on the nature and size of the material to be scanned. The relevant scale of fees is available in the reading room. Orders for scans take two weeks to process

### **Using material in the Archive**

Readers are responsible for all items issued to them until they have returned them to the reading room desk.

Restrictions controlling access and use of material will be enforced on conservation and security grounds. Archival documents are irreplaceable and must be treated with respect.

Pencils only may be used in the reading room. Pencils and pencil sharpeners are available at the reading room desk. No glue, ink, correction fluid, scissors, or any substance or equipment which could damage material held in the Archive should be brought by readers into the reading room.

Tracing is strictly prohibited, as is the use of rulers, dividers etc to take measurements. Writing materials must not be placed on any book, manuscript, map, plan or drawing. Readers should not lean on maps, plans or drawings and should take care unrolling rolled items. No archival material should be placed on the floor.

No markers or place-holders should be inserted into books. Unopened or uncut books should be brought to the attention of the staff member on duty.

Readers are requested to keep photographs, documents and drawings in their numbered order. To avoid misplacement of photographs, readers are asked to take only one box file at a time from the shelves and to be careful to replace correctly photographs which have been removed from box file. Notices detailing the correct order are to be found on the inside lid of each box file.

Smoking is not allowed in the reading room or any other part of the Archive. Food and drink are not allowed in the reading room. Chewing gum is strictly prohibited.

The use of mobile telephones is prohibited in the reading room. The use of personal stereos, tape recorders or portable scanners is prohibited in the reading room.

Laptop computers may be used with the prior permission of the staff member on duty.

Silence should be observed in the reading room. Readers behaving in a manner likely to disturb others will be required to leave.