

RULES GOVERNING ACCESS TO ARCHIVES AND OTHER MATERIAL IN THE CORK CITY AND COUNTY ARCHIVES

I. The hours of admission by appointment shall be:

Tuesday - Friday 10.00 am - 5.00 pm (including lunchtime)

All persons using the Research Room shall write their names daily in the attendance book.

An appointment is generally advisable, at least 24 hours in advance

Access can only be granted to a limited number of researchers at any one time.

The use of a mobile phone or similar devices likely to cause disturbance to other readers is prohibited in the research room.

The use of laptop computers is permitted.

II. Research applications

1. Researchers wishing to inspect material are required to fill out a research permission application form.
2. Researchers are requested, when possible, to get an application form in advance and to fill in and return this form at least 1 week before commencing research.
3. Researchers are required to supply official photographic identification (passport /drivers licence/college ID) plus either proof of address (utility bill) or a written academic reference from their college supervisor or head of department.
4. Permission granted to access archives and other material is valid for 1 calendar year. Permissions must be renewed after 1 year.

III. Production of material

1. Material deposited in the Cork City and County Archives which is not open to inspection, shall not be produced until the time prescribed.
2. Material which is being processed may not be produced without the permission of the archivist in charge.
3. Material which is of exceptional value, or is unwieldy or fragile, shall be consulted under such conditions as the archivist in charge shall think requisite for its safety.

IV. Issue and return of material

1. All items which a researcher wishes to consult should be recorded on a call - slip supplied.
2. No researcher shall have more material at any one time than an amount which is deemed by the archivist in charge to be in compliance with the safety of the material.
3. Readers shall, before leaving the reading room, return all records produced for

- their use to the archivist in charge of the research room.
4. Readers who wish records to be kept available for their use on the following day should inform the archivist in charge of the research room before leaving.

V. Handling of material

1. Coats, bags and other articles deemed by the Archivist to pose a potential security risk to archives may not be brought into the Research Room.
2. Researchers may not smoke, eat or drink inside the premises
3. Use of any item potentially damaging to documents is forbidden in the research room including sweets and cough sweets, liquid ink, biro, felt pen, chewing gum, and correction fluid.
4. No researcher shall lean on, write on, mark or crumple in any way, documents he/she is consulting.
5. Tracing of any material shall not be made without the permission of the archivist in charge.
6. Where a researcher is allowed a number of documents at one time he/she must ensure that the arrangement of these documents is retained, that they are in proper order and returned to their proper container.
7. Finding Aids may not be removed from the research room.

VI. Reproduction of material

1. Certain collections may not be reproduced.
2. Reproduction of any document can be done only at the discretion of the archivist in charge. Additional copies of any reproductions supplied by the Archives shall not be undertaken for publication by the researcher without the authorisation of the archivist or, in some cases, by the depositors of material. Applications for such permission shall specify the context in which the reproduction shall appear; it shall be understood that permission, if granted, extends only to reproduction in that context. To ensure accuracy of reference, any caption or description which it is proposed to attach to such a reproduction shall be submitted for approval.
3. Permission is also required for reproduction of verbatim transcripts, extended quotations or literal translations of any documents or part of a document. Applications for such permission shall also specify the context in which the transcript quotation or translation shall appear.
4. The charge for reproducing material is subject to revision from time to time.
5. It should be noted that reproduction of material could take several days.
6. In the event of legal action arising out of the publication or dissemination of any information contained in the material from which a researcher quotes or cites, he/she shall be held wholly responsible.
7. The use of a camera, digital camera or voice recorder device is not permitted in the reading room without the special permission of the Archivist.