

Louth County Archives Service

"The identification, preservation, and availability of the valuable public and private archives of County Louth"

RULES FOR READERS

- Readers must fill in an **application form** on their first visit to Louth County Archives Service. Readers are admitted to the Reading Room for the purpose of reading archives, finding aids or references.
- Readers must sign the **Attendance Book** at Reception each day.
- Readers are requested to keep noise to a minimum while in the Reading Room.
- Readers must not remove archives or reference books from the Reading Room.
- Readers are responsible for the safety of the archives produced to them until they are returned to staff.
- **Pencils only** may be used for taking notes. Pencils and sharpeners are available from staff, and pencils must not be sharpened at the Reading tables. Do not turn pages of documents with a pencil in hand.
- No personal belongings, except material for taking notes, small handbags or wallets may be brought into the Reading Room. All other belongings, such as coats, bags, umbrellas must be left in the lockers near Reception. *Louth County Archives* will not accept responsibility for reader's property.
- Tape recorders and personal computers may be used by arrangement with staff.
- **The use of digital cameras is strictly controlled.** Permission must be sought for their use and the appropriate fees paid. The use of any other form of photographic equipment or hand-held scanners is prohibited, except where special permission has been obtained in advance.
- **Smoking is prohibited** inside the building.
- Nothing liable to cause damage to documents may be brought into or consumed in the Reading Room. Food, drink, sweets (including cough sweets and chewing gum), newspapers, pens and markers, ink, correction fluids, sharp instruments, and erasers must be left in the lockers provided.
- Archives are fragile and must be treated carefully.
 - (a) Do not crease, fold, or mark documents.
 - (b) Do not lean or place anything on the documents. Use book supports where possible
 - (c) Do not moisten fingers before turning pages.
 - (d) Do not rearrange or disorder loose documents or remove any tags from files.
 - (e) Please let staff know of any documents that are disordered or damaged.
- Finding aids and reference books should be placed on their shelves when no longer required.
- Archives are copyright and must not be published without the written consent of the owner.
- Failure to observe the **Rules for Readers** may result in the archives being removed 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.