

James Hardiman Library, National University of Ireland, Galway

Archives and Special Collections Reading Room: Conditions of Use

The Archives and Special Collections Reading Room is located in the Hardiman Building, and is for the consultation of archives and special collection material under the direct supervision of staff. All users are asked to read the following information, and to adhere to the rules of use to help protect our unique and irreplaceable collections. This document provides guidance on the following areas.

- (i) General Guidelines
- (ii) Reprographics
- (iii) Publishing material

Opening Hours

The Archives and Special Collections Reading Room is open each weekday, except for public and University holidays. Late evening opening is available on Tuesdays during term time.

Day	Opening Hours	Document Retrieval Times
Monday-Friday	09:00-17:00	10:00, 12:00 and 15:00
Tuesday	09:00-21:00 during term time 09:00-17:00 outside of term time	10:00, 12:00 and 15:00

Accessing Material

- Access to archival material is subject to the discretion of the Librarian or the Archivist acting on his behalf, in line with any statutory obligations such as the *Copyright and Related Rights Act, 2000* and the *Data Protection (amendment) Act, 2003*, as well as the physical condition of the material being requested.
- Those wishing to consult **archival** material must register by completing and signing the [registration form](#), and producing proof of identity, such as University ID, or a driver's licence.
- Users are advised to give advance notice of their requirements where possible. A request slip can be filled out online or at the desk, and please refer to the document retrieval times indicated above.
- Users must sign the Register each time they enter the Reading Room.
- Personal belongings may not be brought into the Reading Room, apart from items for taking notes, and small handbags. Use only lead pencils for note taking. The use of laptops is also permitted by arrangement with the staff. Lockers are provided for storing coats, bags, and laptop or iPad cases.
- Items that are liable to cause damage to documents are prohibited in the reading room, including food, drinks (this includes bottled water), pens, markers, ink, sharp instruments, erasers, correction fluids, or adhesives of any kind.
- Please refer to our guidance on Reprographics (see below) if you wish to obtain a copy of any material you consult in the archives, or to the section on Publishing Materials if you wish to use extracts or images from an archival collection in work intended for publication, broadcast, or exhibition.

Handling materials

Users must handle items with great care, and follow the instructions of staff in relation to handling. Users of the room should be aware that closed circuit television cameras are installed in the reading room. Reading Room staff reserve the right to withdraw material from use, when such use would adversely affect the physical preservation of the material. Please take care to observe the following:

- Ensure hands are clean when handling material. Staff will provide gloves as appropriate.
- Use only one archival box at a time.
- Take care in maintaining the order of material being consulted.
- Do not annotate, mark, fold, or tear material in any way.
- Do not lean on material.
- Use book support cushions for fragile or large volumes.

General principles to uphold when using the room

- Users should work quietly and be considerate of other users of the room.
- No phone calls are permitted, and mobile phones should be switched off or switched to silent mode. Use of personal music players is not allowed.
- Return material as you have received it, with documents in the same order, inserts where you have found them and so on, to the person at the desk. You can let the person at the desk know if you wish to return to the reading room soon after to consult the same material, so that the material will not be re-shelved, and you will not have to re-order it.
- Items issued to one user must not be passed to another.
- A designated Archivist or Special Collections Librarian will be on duty during core hours, and can offer assistance in using any of the items. Please ask the staff member at the desk if you require such assistance.

Reprographics

If you require a copy of an item, please seek advice from staff in the reading room on copying possibilities. No self-service scanning of archival material is allowed for conservation and security reasons.

Archival collections include published and unpublished collections, and copyright conditions may vary as a result. A [copyright declaration form](#) must be completed and signed when seeking permission to photograph material, or seeking to have material copied by archives and special collections staff. This is available on our website, and also from the desk in the reading room.

Please allow approximately 1 week to process requests.

Copying/Scanning

- Please be aware that some items may not be suitable or available for copying due to a variety of reasons, including their physical condition, copyright legislation, or deposit conditions.

- You must complete a copyright declaration form for all requests
- Copying must be for private study only, non-commercial research or education, without limitation.
- No more than one copy of each item will be supplied.
- You must undertake not to provide others with copies of material from any archive.
- No more than 20 scans a week will be provided.
- High quality digital images can be supplied and will take up to 1 week.
- No copies will be made of items that may be damaged in process, as their preservation needs are paramount.
- Requests of use of archival material for publication or commercial purposes are subject to approval from the copyright holder (see section on Publishing Material below).
- You should understand that by signing the form, and obtaining the copy, you become liable for any infringement arising from the making of the copies, or your use of them thereafter, unless an exception applies to you, or you have been given permission by the copyright owner.

Self-service photography

- You must complete a copyright declaration form for all requests
- Please speak to a member of staff in the reading room before taking any photographs.
- Please be aware that some items may not be suitable or available for photographing due to a variety of reasons, including their physical condition, copyright legislation, or deposit conditions.
- Photography must be for private study only, non-commercial research or education, without limitation.
- You must follow document handling guidelines.
- The photography must not interfere with, or disturb other readers in any way. No moving image can be taken, and no photographs of staff, other readers, or the room are permitted.
- For conservation reasons, we do not allow flash photography.

Publishing Material

Many of our collections are in copyright, and are subject to restrictions in their terms of use for anything other than private research. Any requests for extracts or images from the University's archival collections for the purposes of publishing, broadcasting, or display, will be influenced both by copyright legislation and the relevant deposit agreement held between the University and the donor. Permission must be obtained to publish material and, where permission is granted, acknowledgement of the source will be required, as well as details of the extract's archival listing. In the first instance, please contact the archives and special collections team for advice on how to proceed. Where the Library is not the copyright holder, permission must be obtained from the copyright holder, and it is the responsibility of the person wishing to publish material to secure the necessary permissions. No publication right is vested in any person through the supply of a copy of a document in any medium.

Whether for private research, or commercial use, when citing material from the Archives and Special Collections, please include: place of repository; repository name; title of collection; title of item; date; reference number; date of access. An example of our preferred method of citation would be:

Galway: James Hardiman Library Archives: 'Letter from J. Maloney to John Wilson Lynch': 30 November 1887: LE6/B/685. Accessed 29/11/2013.

If further guidance is required on this, please contact a member of the Archives and Special Collections team.