

- REGULATIONS OF THE LIBRARY COMMITTEE -

Governing the use by **non-Members** of the Academy
of the Library and Reading Room

We should like you to enjoy your time spent studying in our Library.

Please do not hesitate to ask for assistance if you have problems.

1. OPENING TIMES AND GENERAL CONDITIONS

- 1.1** The Library shall normally be open Monday to Thursday from 10.00 a.m. to 5.30 p.m. and 10.00 a.m. to 5.00 p.m. on Friday.
- 1.2** The Library shall be closed for 2 to 3 weeks in May-June each year for cleaning and checking.
- 1.3** The Library shall occasionally be closed at such times as the Executive Secretary, Librarian, or Council may from time to time appoint, and notice of alterations in the opening hours shall be posted in the Reading Room and on the website at least 2 weeks in advance.
- 1.4** Eating and drinking are not permitted in the Library areas.
- 1.5** Silence is requested in the Reading Room at all times.
- 1.6** The use of mobile telephones and personal radios and stereos is prohibited. For use of cameras, see 5.3.
- 1.7** Coats and bags (except pocketbooks/handbags) are not to be brought into the Reading Room. Bags should be deposited in the lockers provided in the basement area. The Academy will not accept responsibility for Readers' property.
- 1.8** The Attendance Book should be signed daily.
- 1.9** Readers should not go to the shelves in the Reading Room without the permission of the Librarian on duty and each book retrieved from the Reading Room shelves must be shown to the Librarian on duty.
- 1.10** Readers are admitted to the Reading Room only.
- 1.11** Readers are not allowed to bring unauthorised visitors into the Reading Room.

2. USE OF PRINTED WORKS

- 2.1** Library registration forms should be completed by those who wish to consult library materials/collections. Applicants should produce a valid ID and

- a letter of introduction from an Academy Member, or from a County Librarian or the Librarian or Head of Department of a Higher Education Authority institution, or from the Higher Education Authority or the Department of Education and Science, or from a North of Ireland third-level institution, or from the Secretary of a Local History Society *or*
- a valid National Library of Ireland Reader's Ticket *or*
- a valid National Archives of Ireland Reader's Ticket *or*
- a valid Public Record Office of Northern Ireland Reader's Ticket *or*
- a valid Linen Hall Library Reader's Ticket *or*
- a valid Music PAL Access Card *or*
- a valid letter of introduction from the faculty of a university (in the case of overseas academics and students) *or*
- a valid student's card and passport.

Registration forms must be validated by the Librarian or Deputy Librarian. A Reader's Ticket is issued on payment of €15 and is renewable on an annual basis. It is not necessary to re-register but the Library should be informed of changes of address, etc.

- 2.2** Members of national committees or commissions, or members of consultative committees affiliated to the Academy, will be eligible to read in the Library. They will be issued with a Reader's Ticket on completion of a registration form and are not required to pay a fee.
- 2.3** ALCID card-holders (i.e. full-time academic, academic-related staff, registered doctoral students and registered students reading for higher degrees wholly by research) from libraries of Irish institutions who are members of the ALCID scheme shall be eligible to read in the Library on production of a valid ALCID card. ALCID card-holders are not required to pay a fee.
- 2.4** Permission to use the Library shall be withdrawn by the Librarian at any time from any person who defaces a work or refuses to comply with the regulations.
- 2.5** Readers should complete call slips for books, etc. Books, journals, microfilms, etc. should be returned to the trolley for shelving immediately after use and the Librarian on duty should be informed. A member of the Library staff should be informed if material is required for further use.
- 2.6** Only pencils may be used for making notes from books. Readers should not lean on books, place them face down on any surface, annotate, or mark them in any way. Readers are not permitted to use erasers in the Library.

3. USE OF MANUSCRIPTS

- 3.1** Registration forms should be completed following the same procedures as under 2.1 and 2.2 above, except that applicants should indicate the name/s or number/s of the manuscript/s they wish to consult.

- 3.2 ALCID card-holders, per 2.3 above, shall be eligible to read manuscripts in the Library on production of a valid ALCID card.
- 3.3 Readers should complete call slips for manuscripts. Manuscripts should be returned to the manuscript table when leaving the Reading Room. To minimise the handling of pre-1600 manuscripts, access to the originals will be allowed only if a digital copy or photostat does not exist and microfilm proves unsatisfactory. Manuscripts digitised on ISOS (Irish Script on Screen) must be accessed using this resource which is available in the Reading Room (www.isos.dias.ie), unless a supervening case made in writing to the Librarian at least 10 days in advance for consultation of the original can be made, any concession to which shall reside with the Librarian.
- 3.4 Only pencils may be used when taking notes. A transparent sheet should be used to protect manuscript pages being transcribed.
- 3.5 Readers should not lean on manuscripts or attempt to annotate or mark them in any way. Readers should not attempt to re-order papers which appear to be out of order. Please refer to the Librarian on duty.
- 3.6 Manuscripts shall not be lent or removed from the Library without the express permission of Council.

4. BORROWING OF PRINTED WORKS

- 4.1 Non-members are not accorded borrowing rights. However, printed material (books, journals and pamphlets) may be lent for reading in other institutions via one of the following procedures:
 - (a) Direct loans may be made to HEA libraries and other special libraries on presentation of a letter or loan form from said libraries;
 - (b) BLDSC forms will be accepted for inter-library loans to other libraries.
- 4.2 Any printed work lost or damaged while on loan must be replaced or paid for.
- 4.3 Pre-1900 publications, rare books, etc. shall not be lent, except by permission of the Librarian. Reference works, dictionaries and encyclopaedias shall not be lent. Certain bequest items are not available for loan. Recent accessions are not available for three weeks after receipt, except by permission of the Librarian.

5. PHOTOCOPIES, MICROFILMS, PHOTOGRAPHS, ETC.

- 5.1 Photocopies (xerox) of printed works only may be ordered by using the appropriate order form. The Librarian on duty will decide on the suitability of given books, etc. for copying. Readers are required to comply with the provisions of the Copyright & Related Rights Act 2000 when making photocopies from material which enjoys copyright protection. Failure to comply will expose the person to civil liability.

Manuscripts, large scale maps and other large format items will not be xeroxed.

5.2 Orders for microfilms or photographs shall be carried out by arrangement with firms or libraries approved by the Statutory Officers. The appropriate order forms should be completed.

5.3 Documents may be photographed using digital cameras, provided a request form is completed and photography is approved by the Librarian on duty.

6. **PUBLICATION AND REPRODUCTION**

6.1 Any person desiring to publish, in whole or in part, any manuscript belonging to the Academy, shall first obtain permission to do so from the Academy Librarian or the Deputy Librarians. The attention of any person using photostats or microfilm printouts of manuscript material belonging to the Academy is directed to this rule.

6.2 Persons ordering for publication purposes photocopies of printed works are responsible for ensuring that copyright is not infringed.

6.3 The publication of photographs of manuscripts or pages of manuscripts shall be subject to a reproduction fee to be determined by the Librarian or the Deputy Librarians.

7. **CONCLUSION**

7.1 In cases of any dispute concerning the implementation of any of the above rules, the final decision rests with the Librarian.

7.2 Regulations may be amended from time to time. The Regulations in force are those of the latest date and supersede all previous Regulations.

20 September, 2010