

RULES GOVERNING ACCESS **TO GALWAY DIOCESAN ARCHIVES**

1. Perspective readers/researchers must apply to the Diocesan Archivist for/on the appropriate Application Form and read and agree to the list of rules governing access to the Archives.
2. On acceptance the reader will come to the Diocesan Office, The Cathedral, Galway and will then be accompanied by the Diocesan Archivist to the Archives or alternatively the identified material may be brought to the Diocesan Office. The Diocesan Archivist will then retrieve the necessary material (keeping a record of it in the Record Book). The researcher will then be left to work in the Reading Room Section of the Archives and when finished will contact the Diocesan Archivist who will return to the Archives and replace the material after checking it. Alternatively the researcher will be left to work in the Diocesan Office, the identified material having been retrieved for that purpose.

3. **Handling of Material**

- Researchers may not smoke, eat or drink inside the Reading Room.
- Use of ink or felt pen is strictly forbidden in the Reading Room.
- No researcher shall lean on, write on, mark or crumple in any way, documents he/she is consulting.
- Ensure hand and work areas are clean when consulting records.

4. **Reproduction of Material**

Photocopies of documents shall be provided subject to the discretion of the Archivist that this can be done without physical damage to the material. Photocopies of pages in bound volumes will not be provided.

The attention of researchers is drawn to the provision of the Copyright Act, 1963. Subject to preservation considerations, photocopies of documents will be provided under Section 12(1) of the Act which provides that:

No fair dealing with a literary, dramatic or musical work for purposes of -

- (a) research or private study, *or*
- (b) criticism or review, whether of that work or another work, which is accompanied by a sufficient acknowledgement, shall constitute an infringement of the copyright in the work.

Researchers requesting photocopies of documents will be required to sign a declaration that the purpose for which the photocopies are required conforms with this provision.

Researchers wishing to refer to, quote from, or to reproduce in any form documents from the collections in the Diocesan Archives, whether in published or unpublished works, must obtain permission in writing from the archivist.

Researchers may be excluded from use of material for wilful breach of any of the foregoing rules. Researchers should note that in signing the research application form, they agree to be bound by the conditions governing access to the material in the Diocesan Archives.