



Archive Unit
National
Monuments
Service



An Roinn
Cultúir, Oidhreachta agus Gaeltachta
Department of
Culture, Heritage and the Gaeltacht

Reading Room Regulations - **UPDATED**

These regulations are in place to ensure the security and preservation of the collections in our care, and to provide for the overall security and comfort of our readers.

1. National Monuments Service (NMS) Archive is open Fridays 10.00am - 5.00pm.
2. All members of the public requiring access for research purposes are requested to make an appointment in advance of their visit either through contacting the Archive Assistant at 01-8883922 or at nmarchive@chg.gov.ie.
3. Readers should be aware the files are now stored off-site so, in order to guarantee the correct files are requested and retrieved, particular care must be taken when submitting a list of files. Therefore we require that a list of files or the completed forms (available on www.archaeology.ie) must be submitted, in numerical order, no later than the Tuesday before their appointment.
4. Request Forms must be fully completed on day of appointment, if not previously submitted. Continuous failure to comply may affect future appointments.
5. Only material for taking notes, including personal computers, may be brought into the Reading Room. Coats, jackets, hats (unless being worn), bags, handbags, briefcases, umbrellas and other belongings must be left on or beside the racks provided. NMS Archive will not accept responsibility for readers' property.
6. In order to minimise the liability of damage to the archives, food, drink, pens, fluorescent or other markers, correction fluids or adhesives of any kind may not be brought into, consumed or used in the Reading Room. Pencils only, which are available in the Reading Room, may be used for taking notes.
7. Readers must not make or receive calls on mobile phones. Mobile phones must be turned off or placed on silent mode when in the Reading Room.
8. Photography is not permitted. The use of copying & tracing devices is prohibited.
9. Readers should avoid causing any disturbance that is likely to distract or inconvenience other readers and/or Archive staff.
10. Readers may be supplied with surrogate copies, i.e. photocopies, if the Archivist considers the originals to be in poor physical condition.
11. Readers are requested not to rearrange archives in any way and are particularly requested not to write on the records. If readers become aware of inconsistencies in the records, please inform Archive staff.
12. Archive collections must not be removed from the Reading Room.
13. Archives are subject to copyright and must acknowledge the Archaeological Survey of Ireland if they wish to publish or reproduce information from the records. Permission must be obtained from the author of excavation reports in order to publish or reproduce information contained in them.
14. In cases of any dispute concerning the implementation of any of the above rules, the final decision rests with the staff of NMS Archive.

Thank you for your cooperation.

*National Monuments Service Archive
Room G62, Custom House, Dublin 1
Phone: 01-8883922
Email: nmarchive@chg.gov.ie
Website: www.archaeology.ie*