

Rules for Readers

These rules are in place to ensure the security and preservation of the collections in our care and to provide for the overall safety of our readers and staff.

Admission and entry to the reading rooms

- A valid reader's ticket is required if you wish to study or research in the reading rooms.
- A reader's ticket may be issued to anyone of 16 years and over.
- You must show your reader's ticket on entering a reading room and before material is issued to you.
- A digital image of your ticket on your phone or device is not acceptable.
- Outdoor coats, jackets and bags (including laptop cases and pencil cases) are not permitted and must be left in the lockers provided for this purpose.
- Pencils only are allowed in the reading rooms even if you are not using the collections.
- Pens, markers, highlighters and any sharp implements are not permitted as they can damage the collections.
- Food and drink (including bottled water) are not permitted in the reading rooms.

Consideration of others

- Do not take selfies, videos or photographs of the reading rooms as this is disruptive and an invasion of readers and staff privacy.
- Treat our staff and other readers with courtesy and respect.
- Laptops, tablets, phones and other devices must be on silent mode, and must not cause any disturbance to other readers.

Using the collections

- The National Library of Ireland is a reference only library. Material may not be removed from the reading rooms.
- The material in the collections must be handled with great care at all times, please follow the guidance provided by our staff as they are expert in caring for the collections.
- When items from our collections are issued to you, they are your responsibility at all times. Please return them to reading room staff when you are leaving your desk, even for a short time.
- Should you wish to make a copy of material from our collections, please seek permission from staff beforehand.
- When permitted, digital devices (phones, small cameras or a tablet) may be used to take images. Flash photography is not allowed.
- Scanners or tripods are not permitted.
- If a surrogate copy of an item is available on microfilm or as a digital image on our online catalogue, the original item will not be issued.

- In the Manuscripts Reading Room, readers can consult only one folder of loose material at a time. Material in the folder must be kept in the order they are received.

Data protection responsibilities for readers/researchers

- Modern archive material may contain personal data. Such material is subject to the EU General Data Protection Regulation 2016 ('GDPR') and the Data Protection Act 2018.
- When using personal data for research, you must be aware of and comply with EU and national data protection law.
- You are responsible for any personal data concerning living individuals that you take away from the collections (including any notes, digital images and/or photocopies). You become a 'data controller' of the personal data you hold about the individual/s (the 'data subject/s'). The GDPR and the Data Protection Act 2018 do not apply to the personal data of deceased persons.
- You must assess and manage the data protection risks of your research. Such risks can be higher if you process sensitive information including special category data, as defined in Article 9 of the GDPR. This includes personal data relating to political or religious views, mental or physical health, race or ethnicity, sexual orientation etc.
- You must ensure that the collection of personal information is limited to what is directly relevant and necessary to achieve your purpose for processing, in line with the GDPR principle of 'data minimisation'. Where appropriate, technical and organisational measures such as pseudonymisation should be applied to achieve this.
- Where the purpose of the processing can be fulfilled in a way that does not permit the identification of the data subject, it should be fulfilled in this manner.
- All researchers should familiarise themselves with the NLI Data Privacy Statement [here](#).
- You can find out more about the GDPR and the Data Protection Act 2018 on the [Data Protection Commission's website](#)

To see further details on the safe handling guidelines see [here](#)

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