

## Rules for Readers/Code of practice

*These rules are in place to ensure the security and preservation of the national collections in our care, and to provide for the overall security and comfort of our readers. All persons using the Reading Rooms are subject to these rules.*

### Admission

- All persons consulting original items in the Reading Rooms must hold a valid Reader's Ticket. A Reader's Ticket for the National Library of Ireland will remain at all times the property of the Board of the National Library of Ireland, and may be withdrawn at any time for failure to comply with any of the rules of the Library.
- You must show your ticket before original material will be issued to you, to ensure the security of these items
- Bags and outdoor coats and jackets must not be brought into the Reading Rooms.
- All personal possessions taken into and out of the Reading Rooms may be subject to opening and inspection by library staff.
- You must comply with the instructions of Library staff for the safety and security of the collections and the buildings.

### Consideration of others

- Please treat staff and other readers with courtesy and respect at all times.
- Laptops, tablets, phones and other devices must be on silent mode, and must not cause any disturbance to other readers.

### Using the collections

- Pencils only are to be used in the Reading Rooms. Pens, markers, ink, highlighters, sharp instruments (including pencil sharpeners), staplers, correction fluids or adhesives must not be brought into the Reading Rooms, as these can permanently damage the collections in our care
- No food or drink is permitted in the Reading Rooms, as these are a potential source of damage to our collections
- You are not permitted to remove any collection item from the Reading Rooms. Collection items are your responsibility at all times when in use

by you. Damage to, or theft of, NLI material is a criminal offence and may result in prosecution.

- If you wish to make a copy of an item in our collections, you must seek permission from staff beforehand.
- NLI material is issued at the discretion of Library staff and the possession of a Reader's Ticket does not guarantee access to all collections. If an item has been microfilmed or digitised, we will not issue the original item, unless there are specific reasons for doing so.
- NLI material must be handled with great care and the instructions of our staff must be followed. Do not place your hands or any object on the open page or place a book face down on the desk. You may be asked to place certain items on a book-rest or to read certain material at a specific table. In the Manuscripts Reading Room only one folder of loose material will be issued at a time and collections of papers must be kept in the order they are received.