Guidelines for Use of Digital Cameras by Readers in the Manuscripts Reading Room

Readers may use their own cameras in the Manuscripts Reading Room to copy certain manuscripts, including Genealogical Office manuscripts, from the holdings of the NLI for the purpose of ***research or private study***.

When is this service available?
This service is available 9.30am-8.45pm Monday-Wednesday, 9.30am-4.45pm Thursday and Friday, and 9.30am-12.45pm on Saturday.

Do I have to pay a fee for this service?
There is no charge for this service.

Are there any restrictions?
There are three types of copying restrictions which may apply to the manuscript collection of the NLI: copyright; depositor agreements; and physical condition of the material.

Library staff will check all items for digital photography to make sure that there are no restrictions on copying. Some manuscripts may, for preservation and conservation reasons, be unsuitable for copying by readers and staff will advise on alternative forms of copying available through the Library's Reprographic Department.

Ormond deeds, large manuscript volumes and large GO manuscript volumes **may be digitally photographed only**.

Yeats and Joyce manuscripts may **not** be copied.

Readers must accept the decision of Library Staff where issue of preservation are concerned.

Only one copy of each document can be made, and this may not be further copied.

How can I have access to this service?

- Please inform Library staff that you wish to copy material using your digital camera
- Complete and sign the Self-Service Copying (Digital Cameras) Manuscripts Request/Copyright Waiver form
- Library staff will check the manuscripts you wish to copy for any restrictions which might apply
- You will be shown to the designated area in the Manuscripts Reading Room. Photography is not permitted anywhere else in the Reading Room.

- To avoid damaging any documents, you must take special care when positioning items for photography.
- Readers are required to consult the Library's *Handling Guidelines for Library Material* and Reader Guidelines and must follow handling directions provided by Library staff.

Terms and Conditions

- Copies may be taken by readers in this way for **research or private study only**.
- If you wish to reproduce an image from the Manuscript Collection in a publication or other commercial activity you must apply for permission to: Ms Colette O'Daly, Email: codaly@nli.ie, Tel: 01 603 0352
- Cameras may not be used with an activated flash and must be in 'silent' mode so as not to disturb other users. Cameras must also be in still photography mode.
- Readers may not use any equipment which makes contact with the surface of a manuscript, book etc.
- All copying must take place at the designated tables in the Manuscripts Reading Room.
- The National Library bears no responsibility for the quality of images taken by readers.
- The National Library reserves the right to inspect cameras and images.