

National Library of Ireland

Reader Guidelines For Manuscripts Department and Genealogical Office Collections

As part of an overall effort to preserve the collections we would ask that readers follow these guidelines together with any directions that library staff may give.

1. Pencils only are permitted in the Manuscripts Reading Room.
2. No foodstuffs of any type are permitted in the Mss RR.
3. Hand washing, and careful drying, prior to consultation of manuscript materials is beneficial to both collections and readers. (nitrile or cotton gloves are also available from the Mss RR desk).
4. Volumes should always be supported on the foam cradles supplied.
5. Single sheet items should be laid flat, preferably within the confines of their folder.
6. In the case of documents with pendant or applied seals a cushioned support should be employed. (available at desk)
7. Tracing of collection items is not permitted under any circumstance; please refer to desk staff for information on available reprographic services.
8. Please minimise direct handling of items as far as possible, e.g. no item should be held up whilst being consulted also never dampen a digit to facilitate page turning
9. Do not allow any item to overhang the table edge. In the case of map volumes and other large format items you will be directed to use the larger table.
10. Please do not lean upon, or rest notes on, or place any other item on top of any collection item.
11. Never apply force to open out or restrain volumes or documents. Suitable light restraints and weights are available at the Mss RR desk.
12. If you have any concerns, questions or suggestions regarding the safe handling or the condition of any manuscript item please seek advice from staff.

Many thanks for your cooperation