

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 tickets may be issued to anyone of 16 years and over.
- You must show your ticket before material is issued to you
- Outdoor coats, jackets and bags are not permitted and must be left in the lockers provided for this purpose.
- Only pencils are allowed. Pens, markers, highlighters and any sharp implements are not permitted as they can damage the collections.
- Food and drink are not permitted.

Consideration of others

- Please 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, even for a short time.
- Should you wish to make a copy of material from our collections, please seek permission from staff beforehand. Digital devices may be used to take images. Flash photography is not allowed.
- 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.

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