



Cavan County Council's Library Service: Archive Reading Room Rules

There is no charge for visiting the Archives or for conducting research. Our staff are on hand to answer queries and offer advice on the availability and use of material. Access to the Reading Room is by appointment only with the Archivist. On their first visit to the Archives; researchers must supply photo-identity (for example, driver's licence). Researchers who are under the age of 16 must be accompanied by an adult. Please do not bring valuables with you as all your possessions except for materials used to take notes in the Reading Room must be placed in a locker.

Researchers must adhere to the following guidelines:

- Wash hands prior to consulting archives.
- Food, drink or other substances which may harm archives are prohibited
- Only pencils or laptop computers must be used for taking notes
- Ensure all archives are handled carefully.
- Moistening of fingers to turn pages is not allowed
- The marking, altering or folding archival documents is not permitted
- Do not lean on archives or use them as a support for writing
- Inform the reading room supervisor to missing or damaged documents. Do not make any attempt to repair damaged documents.
- Refrain from placing any archival materials on the floor
- No copying, tracing of archives is allowed without the written permission of the Archivist. This includes the tracing of archives. Use of photographic equipment, including camera phones, is prohibited unless permission has been acquired.
- The archives are available for research with some exceptions, due to fragility or sensitivity of content (that is, the presence of confidential or personal information).