Cavan County Archives
Access Policy

Who can use the Cavan County Archive service?

The archive welcomes all members of our community to view and research our archive collections. Our service is professional and inclusive, offering all our readers a unique view of Cavan's rich history.

Opening Hours

The Reading Room and The Microfilm Room is open via appointment to all readers, Monday-Friday from 10.00am - 4.30pm.

Booking Your Appointment

To make an appointment, please contact the archivist at **archives@cavancoco.ie**. Bookings must be made at least three days in advance of your appointment date.

Reader Registration.

Readers must sign an Attendance Book each day of their visit and follow the below guidelines during their stay.

In order to access the Reading Room or Microfilm Room, all readers are required to produce a valid membership card to any County Library Service in Ireland.

Readers are welcome to become a member of the Cavan County Library Service.

To gain a membership card to the library, it is necessary to provide **proof of address** within the last six months and **photo identification**.

Ordering Material

All material must be pre-ordered by readers ahead of their appointment.

Please contact the archivist at **archives@cavancoco.ie** to book your appointment and material/Microfilm in advance to avoid disappointment.

Up to six collection items may be delivered to the Reading Room for each appointment. This number may be reduced at the archivist's discretion, especially depending on the size of each item.

Occasionally a requested item may be undergoing conservation work or is too fragile to handle. We will try and alert the reader it so that they may select an alternative item.

Handling Rules.

While readers are using the collections, collection materials may not be removed from the Reading Room.

Please handle all items with care and always follow the guidance of our staff.

Once an item has been issued to a reader, it is now their responsibility. Please return all items to staff if you leave your desk, even briefly.

Only pencils are allowed in the Reading Room. Pens, markers, highlighters, and sharp implements are prohibited to protect the collections.

Please refrain from bringing food and drinks (including bottled water) into the Reading Room.

Outdoor coats, jackets and bags (including laptop cases and pencil cases) are not permitted and must be left in the lockers provided for this purpose.

Access and Data Protection

Cavan County Council Archives containing personal data shall be managed in accordance with the General Data Protection Regulation (EU) 2016/679, the Data Protection Acts 1988-2018 and any other applicable legislation governing records, archives and access to information. The Council recognises that the preservation of and access to archives may constitute processing for archiving purposes in the public interest within the meaning of Article 89 GDPR.

The Archives Service shall process personal data only where there is a lawful basis to do so and shall apply appropriate technical and organisational measures to protect personal data held within archival collections. Access requests relating to archives containing personal or special category data shall be assessed with due regard to the rights and freedoms of living individuals, confidentiality obligations, statutory requirements and the public interest in preserving and making archives available.'

From a data protection and closure periods perspective access shall be determined and granted having regard to the nature, sensitivity and age of the records, especially

the likelihood that individuals might be living, any applicable legislation and recognised archival practice.

Decisions to grant access to archives containing personal data shall be documented and based on relevant legal, archival and data protection considerations. The Archivist may where appropriate consult with the Council's Data Protection Officer to determine how best to proceed with a request to gain access to a record(s).

Copyright

You are reminded that it is your responsibility to comply fully with copyright law when using Cavan County Archive materials.

The archivist will alert the reader when a collection remains in copyright and is subject to the provisions of the Copyright Acts 2000 & 2019.

It is necessary in these cases to obtain the express permission of the copyright owner before reproducing any material from these collections

Photography.

When permitted, digital devices (phones, small cameras or a tablet) may be used to take images. Flash photography is not permitted.

Scanners or tripods are not permitted.

When you make a copy of an item in our collections you are responsible for ensuring that any re-use complies with copyright legislation.

Safety

In the event of an emergency evacuation please follow the directions of staff and vacate to the front of the Court House Building.