

National Archives of Ireland

APPLICATION FOR READER'S TICKET

Please read the *Rules for Readers* and the *Emergency Evacuation Notice* before completing the application form

Please write legibly

Last name	
First name	
Permanent address	
Address in Ireland (if different)	
Email address	
Telephone number	(landline) (mobile)
Subject of research	
Purpose of research	
If attached to a university, society or other institution, please give details	
May we use your e-mail address to contact you about forthcoming events? This will be used solely by us.	Yes <input type="checkbox"/> No <input type="checkbox"/>

DECLARATION BY APPLICANT

I have read the *Rules for Readers* and the *Emergency Evacuation Notice* and I agree to abide by them.
You may also be required to sign a **Data Protection Form**.

I understand that any breach of the regulations may result in my exclusion from the National Archives and withdrawal of my Reader's Ticket.

Signature of Reader _____ **Date** _____

FOR STAFF USE ONLY

Issued by _____ Date _____ Ticket number _____

Photographic ID submitted (please state) _____

Proof of address submitted (please state) _____

Rules for Readers

Please tick the boxes to ensure that you have read, understood and accept these Rules.

A detailed version is available on the website of the National Archives.

Please TICK

1	<p><u>When you arrive</u></p> <p>You need a valid Reader's Ticket with you to gain access to the Reading Room. You must sign the Attendance Book in the Entrance Hall on the Ground Floor each day.</p>	<input type="checkbox"/>
2	<p><u>Going into the Reading Room</u></p> <p>In the Reading Room, you may bring only material for taking notes (pencils), notebooks, personal computers (without case), electronic devices and digital devices (without cases). Everything else must be left in the lockers on the Ground Floor.</p>	<input type="checkbox"/>
3	<p><u>When in the Reading Room</u></p> <p>You should observe silence except when consulting a member of staff. Please treat fellow Readers with courtesy and respect.</p>	<input type="checkbox"/>
4	<p><u>When consulting Archives</u></p> <p>Archives are fragile and you must treat them with respect:</p> <ul style="list-style-type: none"> • You must only use pencils for taking notes, • You must not remove archives or microforms from the Reading Room, • You must not bring any items liable to cause damage to archives into the Reading Room, • You must not try to re-arrange files or bundles of documents, • You must not disbind files for the purposes of photography or copying, • You must not lean on, or mark, documents. 	<input type="checkbox"/>
5	<p><u>When using our catalogues and finding aids</u></p> <ul style="list-style-type: none"> • Do not write on them or mark them. • Use the cushions provided to support the spines. • Replace them on the shelves when you are finished. 	<input type="checkbox"/>
6	<p><u>Taking digital images</u></p> <p>You may only take digital images with permission. You must sign a permission form in advance. This must be done daily. You may use digital devices to take images. Phones are allowed in airplane mode only.</p> <ul style="list-style-type: none"> • Please discuss your requirements with the Duty Archivist. 	<input type="checkbox"/>
7	<p><u>Confidential Records</u></p> <p>You may need to sign a Data Protection Form if you are looking at personal information.</p> <ul style="list-style-type: none"> • Please contact the Duty Archivist. 	<input type="checkbox"/>
8	<p><u>Using our Archives</u></p> <p>Archives may be subject to copyright. You will need to apply for permission if you want to publish or reproduce any archives.</p> <ul style="list-style-type: none"> • Fees may apply – please consult the <i>National Archives (Fees) Regulations, 2012</i> 	<input type="checkbox"/>

Signature _____ Date _____

Please Note: Readers' Tickets are issued subject to compliance with the Rules for Readers. Failure to observe the Rules for Readers may result in removal of archives from a reader and/or cancellation of the Reader's Ticket. Theft or concealment of archives and wilful damage to archives are criminal offences under Section 18 of the National Archives Act, 1986.

DATA PROTECTION UNDERTAKING

I understand that it is my responsibility under the **Data Protection Acts 1988 and 2003**, to ensure that the personal data contained in any archives to which I am being granted access, is used solely for the purpose of historical research and not for any purpose which could cause damage or distress to the subjects of the data.

I further understand that the Acts require that the results of my research, or any resulting statistics I publish or use, are not made available in a form that identifies any living individual featured in the data. The personal data I gain access to will not be disclosed to any other individual. I undertake to protect from unauthorised disclosure to any party, any copies of material, or any notes taken during my research in the National Archives, which contain personal data.

FULL NAME (BLOCK CAPITALS) : _____

READER'S TICKET NUMBER : _____

SIGNATURE : _____

DATE : _____