

# Regulations for the use of the Benjamin Iveagh Library, Farmleigh

## 1. Opening Times and General Conditions

1.1 Potential readers must apply in advance to the Keeper of Marsh's Library for an appointment to consult material.

1.2 Applicants shall submit a short statement describing their research project. While every effort will be made to facilitate potential readers it should be noted that the library may only be used to consult material which is not reasonably available elsewhere.

1.3 The Library shall normally be open from Monday to Friday from 10.00 am to 1.00 pm and from 2.00 pm to 4.00 pm.

1.4 The OPW Librarian must be present at all times when material is being consulted.

1.5 The Library may be closed occasionally and at short notice for security reasons if Farmleigh House is closed for state or government business.

1.6 Smoking, eating and drinking are not permitted in the Library.

1.7 One reader at a time will be permitted to consult material.

1.8 The use of copying devices, mobile telephones and personal radios and stereos is prohibited.

1.9 Coats, bags or handbags must be left outside the Library reading room. The Library does not accept responsibility for the security of readers' property left in the cloakroom.

1.10 The Attendance Book must be signed daily.

1.11 Readers may not bring into the Library visitors who have not been authorised by the Librarian.

## **2. Use of Printed Works and Manuscripts**

2.1 On presenting themselves at the Benjamin Iveagh Library in Farmleigh, readers shall produce two forms of photographic identification, such as a passport or a student/staff card.

2.2 Permission to use the Library shall be withdrawn at any time from any person who refuses to comply with regulations or behaves in any way which endangers the collections or staff in Farmleigh House.

2.3 Material is issued at the discretion of the Librarian.

2.4 Only pencils may be used to take notes when consulting material. Laptops may be used.

2.5 Material must be handled with great care and the instructions of the Librarian in this regard must be followed. Readers must not place their hands, or any object, on the open page of a book. Readers will be expected to use appropriate book-rests. Readers should not lean on the books or manuscripts, place them face down on any surface, annotate, or mark them in any way. Readers are not permitted to use erasers in the Library.

2.6 Only one volume or folder will be issued at any one time.

2.7 Collections of papers must be kept in the order in which they are received.

## **3. Photographs and digital reproductions**

3.1 Digital photographs may be ordered from the OPW Librarian, subject to the agreement of the copyright holder, Marsh's Library. Permission can only be granted if the reader signs a form undertaking only to use the images for non-commercial purposes of personal research or study.

3.2 No material shall be photographed by any person with his/her own camera without the express permission of the Librarian. Permission can only be granted if the reader signs a form undertaking only to use the images for non-commercial purposes of personal research or study.

3.3. Requests for photography in connection with commercial uses, must be addressed in writing to the Keeper of Marsh's Library.

3.4 No material shall be traced.

#### **4. Publication and Reproduction**

4.1 Readers may reproduce for scholarly purposes transcribed portions of any printed item in the collection without express permission, but in all cases the quoted text must be accompanied by a footnote which refers to the existence of the item in the Benjamin Iveagh Library, and the copyright of Marsh's Library.

4.2. Any person desiring to publish, in whole or in part, any unpublished manuscript or archival material belonging to the Library, must first apply in writing for permission from the Keeper of Marsh's Library (keeper@marshlibrary.ie). Permission to publish shall be at the discretion of Marsh's Library, which shall be acknowledged in any such published material.

#### **5. Conclusion**

5.1 In case of dispute with a reader concerning the implementation of the above rules, the final decision rests with the OPW Librarian on duty.

5.2 Regulations may be amended from time to time. The Regulations in force are those of the latest date and supersede all previous Regulations.