

## ***Regulations for consulting manuscripts and rare books in MARSH'S LIBRARY***

Marsh's Library has two locations. The main library of more than 30,000 items is in St Patrick's Close beside St Patrick's Cathedral. Our collection of 4,100 books from the library of Benjamin Iveagh is located at Farmleigh in the Phoenix Park.

The contents of both libraries are discoverable at [www.marshlibrary.ie/catalogue](http://www.marshlibrary.ie/catalogue). All queries about access to read in these two locations should be addressed to [reading.room@marshlibrary.ie](mailto:reading.room@marshlibrary.ie)

Those who wish to consult our materials must agree to be bound by the following regulations. All readers will be provided with a copy of the regulations which they have signed. Those who cannot agree to be bound by these regulations will not be allowed to consult library materials.

### **Opening times and general conditions**

1. The Reading Room in St Patrick's Close is open 9.30 am - 1.00 pm and 2.00 pm - 5.00 pm on Monday to Friday. The Reading Room in St Patrick's Close is closed on public holidays.

From time to time, it may be necessary to close the Reading Room during these times. Notice of this will be posted on our website as far in advance as practicable.

The opening hours of the Reading Room of the Benjamin Iveagh Library in Farmleigh vary due to the use of Farmleigh House as the official guest residence of the Irish state. Our librarian on duty will be able to advise of practical arrangements for accessing our collection at Farmleigh: [reading.room@marshlibrary.ie](mailto:reading.room@marshlibrary.ie)

2. Access to the Reading Room is by appointment only. Appointments should be made via the following email: [reading.room@marshlibrary.ie](mailto:reading.room@marshlibrary.ie).
3. Readers must deposit their bags in the lockers provided, and their coats on the appropriate stand. The Library does not accept responsibility for damage of, or loss to, readers' property.
4. The attendance book must be signed each day.
5. A digital camera records all activity in the Reading Room. If readers have an objection to being recorded on this system, they should not use the Reading Room. In addition to electronic surveillance, scholars in the Reading Room will always be under the supervision of a member of staff. It is not permitted for any reader to be in the Reading Room in the absence of one of the library staff.
6. Readers' names, institutional affiliation, and topics will be shared with the Governors and Guardians of Marsh's Library, as well as with the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. If readers object to this they should not use the Reading Room.

## Use of library materials

1. Readers must email details of material to be seen to the librarian at [reading.room@marshlibrary.ie](mailto:reading.room@marshlibrary.ie) at least 24 hours before their appointment.
2. Readers should use the 'book bag' facility on the online catalogue ([www.marshlibrary.ie/catalogue](http://www.marshlibrary.ie/catalogue)) as this provides the staff with a list of shelfmarks and speeds up the processing of orders.
3. Readers must bring photographic ID with them on their first visit to the library.
4. Only laptops, papers and pencils are allowed into the reading room (no pens). No food or drink, sharp objects or erasers are permitted in the reading room.
5. The Library reserves the right to search the reader's research materials on leaving the Reading Room. The Library also reserves the right to search the coat(s), bag(s) or other possessions of readers leaving the premises. In the event of a reader declining a search by a member of the library staff, both parties agree that a search may be carried out by a member of An Garda Síochána.
6. The preservation and conservation of the materials in the library is our primary concern. Discretion in issuing material rests with the librarian on duty. Where a printed or electronic surrogate is widely available to scholars, the original item will only be issued at the discretion of the librarian on duty in response to a demonstrable need to consult the original physical object. Items for which there is no widely available printed electronic surrogate, but which are deemed by the librarian on duty to be fragile or delicate, will not be issued.
7. Readers may order a maximum of 10 volumes of books or manuscripts per day. Readers will only be issued with one item at a time, and must return the item in question before being issued with a subsequent volume.
8. No library material may be taken out of the Reading Room at any time.
9. Book supports must be used at all times. Every precaution must be taken to prevent damage to the item being used: it must not be marked, leaned upon, opened fully, or handled in any way that is likely to cause damage. The spine and boards must be supported at all times.
10. The librarian on duty will happily provide advice on how best to support any item from our collection. He or she is obliged to intervene if a book is being used in an inappropriate or unsafe way.
11. Readers must minimize contact between their hands and the item they are consulting. Hands must be clean. Readers must wash their hands before consulting our collections if they have used moisturizer, hand sanitizer gel, or other similar products on their hands. It is recommended that readers should again wash their hands after eating lunch.
12. Readers should not use their fingers to work through the lines of text on a page.

Instead, they should use the acid-free slips of paper provided in the Reading Room.

13. Readers should not hold down the pages of a book. Instead, they should use the weights provided — colloquially known as ‘snakes’ — to keep pages in place while they are working.
14. In line with current international best practice, we do not permit the use of gloves by those consulting our printed or manuscript material. Gloves may only be used, with the permission of the librarian on duty, when handling certain types of original drawings or artworks.

## **Publication and Reproduction**

1. With the permission of the librarian on duty, and upon signing a permission form, readers may take photographs of Marsh's Library material for private study and research. Cameras must have their ‘flash’ facility turned off.
2. The librarian on duty can arrange for photographs to be taken for readers, but this service does incur a fee. Images taken for the purposes of research (as provided above) may be used for teaching purposes in a non-commercial setting provided that acknowledgement is made of the permission of the “Governors and Guardians of Marsh’s Library, Dublin” and that no derivatives are made without further permission.
3. Images provided to a reader for research purposes may not be forwarded to a third party under any circumstances, even if the third-party only wishes to use them for non-commercial teaching or research purposes. Third-parties must request copies of images from the library via [reading.room@marshlibrary.ie](mailto:reading.room@marshlibrary.ie).
4. Permission to take photographs of our material is not the same as permission to publish photographs of this material. Publication requests for any medium whatsoever (print, e-book, web) must be made via [reading.room@marshlibrary.ie](mailto:reading.room@marshlibrary.ie). A fee for permission to publish is usually payable.
5. It is the responsibility of the reader to obtain all copyright and other permissions required for publication. Any legal action resulting from the act of publication is the sole responsibility of the reader.

## **Declaration**

I have read the above regulations and agree to be bound by them. I consent to the Library holding the data on this form and data relating to the items I consult in the Library in perpetuity. I acknowledge that this is necessary for the security of the Library's collections, and to maintain the continuity of the institution's archival record, which stretches back to 1826.

Signed: \_\_\_\_\_

Reader's Name: \_\_\_\_\_

Date: \_\_\_\_\_