

DONEGAL COUNTY COUNCIL ARCHIVES
First Floor, Three Rivers Centre

RULES AND NOTES FOR READERS

1. Access to the archives is by prior appointment with the archivist only. The research room closes for lunch from 12.30 to 1.15 PM and the final time for issue of documents is 4 PM.
2. Readers must complete a Research Application form on their first visit to the Archives. This includes an agreement to abide by the rules for readers.
3. *Archives are fragile and irreplaceable. They should be handled with great care. Please note the following:*
 - **Pencils only may be used to write with. Pencils should not be sharpened at the research desk.** Pencils may be sharpened into the dustbin near the research room desk.
 - **Readers should not rearrange loose documents or remove papers from files.** Readers should bring to the attention of the archivist any problems they may have with regard to disordered, missing or loose papers.
 - Readers should not lean on archival material or mark or fold documents; nor should they moisten fingers before turning pages.
 - Book supports or gloves must be used when requested by the archivist.
 - Readers may not bring to the research room desk anything liable to cause damage to archives, including newspapers, pens, correction fluids, adhesives, or sharp instruments. Food, including chewing gum and sweets, or drink may not be consumed in the research room area.
4. *Reprographic Services:*
 - The photocopying or photographing of archival material is permitted in certain circumstances. Researchers/visitors to the Archives must not sell or donate photocopies or photographs of archival material to others which they have taken in the County Archives research room.
 - **Photocopying of particularly fragile material or of bound volumes is not allowed.** The decision on whether to permit photocopying of archival material is at the discretion of the archivist.
 - There will be a standard charge for photocopying facilities.
5. *General rules:*
 - Use of personal computers/laptops/typewriters/tape recorders is permitted by prior arrangement with the archivist.
 - **Smoking is prohibited** anywhere in the building.
 - **Mobile phone calls should be taken *only* in the lobby** and the sound should be turned down in the Research Room.
 - **Archives are copyright** and must not be published or reproduced without the written consent of the archivist.

Section 80 of the Local Government Act, 2001, makes the theft or wilful damage to local archives an offence, liable to prosecution.