

GALWAY COUNTY COUNCIL, ARCHIVES

RECORD HANDLING RULES AND GUIDELINES

DUE TO THE UNIQUE AND IRREPLACEABLE NATURE OF ARCHIVE COLLECTIONS ALL USERS MUST APPLY FOR USE OF THE ARCHIVES SERVICE, AND MUST PRIOR TO GAINING ACCESS TO THE ARCHIVES FORMALLY REGISTER, AND GIVE A WRITTEN UNDERTAKING TO ABIDE BY THE RULES GOVERNING ACCESS.

To assist Galway County Council Archives preserve for future generations the archives in its care readers are requested to handle all records as carefully as possible.

- Only one item or bound volume may be consulted at any one time. Items from separate collections cannot be consulted together. Items must be handled with great care and must not be marked, folded, annotated or torn in any way;
- It is imperative that all material is returned in the same order as you received it.
- Photocopying of volumes is **not** permitted.
- Photocopying of other material is by request only, and will be carried out by a staff member. The Archives will have discretion to supply copies of records to users, unless prohibited by the Donor or Depositor, **for private study** only, and in conformity with current copyright law. The archivist may refuse to copy material that would be damaged as a result of the copying process, or for any reason deemed by the archivist. Normal Library rates apply.
 - When an item is copied with a view to making it available to the public, for example publication, broadcasting or electronic transmission, written permission must be sought from the Archivist of Galway County Council Archives Service.
- Avoid putting strain on the spine of an open book - do not try to force it to lie flat; do not leave it lying open face downwards; never lift an open book with one hand - support it on either side of the spine. Use book supports when possible;
- Do not lean on, or place anything on top of, documents, plans or books, (whether open or closed); avoid piling books on top of one another ;
- Make sure that your hands are clean before consulting records ;
- Eating (including sweets), drinking and smoking are forbidden while consulting Galway County Council Archives ;
- Avoid touching the text of documents. On no account lick your finger while turning pages ;
- documents, maps and book covers should not over hang the table ;
- Cotton gloves should be worn when examining bound volumes, photographic prints or negatives ;

- If you are having difficulty separating or opening records, do not hesitate to seek assistance.
- **Written permission from the Archivist must be sought prior to publication of material from the archives service. Any such publication must acknowledge its source.**
- The Archivist reserves the right at all times to withdraw material from use when such use will adversely effect the physical preservation of material.

When making notes:

- be careful not to mark records in any way ;
- do not rest your note paper on records ;
- **always** use pencil, never a ball point, felt tip or fountain pen be careful to sharpen pencils away from records, using a sharpener not a knife ;
- use an eraser on your notes, not correction fluid ;
- use a bookmark of thin card to mark your place (only one per book).

In addition your attention is drawn to the following sub-sections of Section 80 of the Local Government Act, 2001

9. *A person shall not conceal, damage or destroy archives held in accordance with this section and shall not remove, publish or reproduce the whole or any part of any such archives without the written consent of the relevant local authority.*
10. *A person who contravenes subsection (9) shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding £1,500.*
11. *Summary proceedings for an offence under this section may be brought by the local authority concerned.*

Your attention and adherence to the above is much appreciated