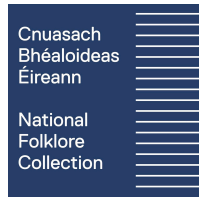




# National Folklore Collection University College Dublin



## GUIDELINES FOR VISITORS

### Archival Policy

The National Folklore Collection is entrusted with the care of the extensive archive of manuscript, audio and photographic collections inherited from the Irish Folklore Commission (1935-1971) and material collected since that time.

It is our policy to add to these archive collections by actively recording folklore materials relating to the past and present in Ireland, by supporting local collecting initiatives, and by encouraging members of the public to participate in this work.

It is our policy to document, preserve, publish and make available for research purposes information relating to all aspects of the folklore of the island of Ireland.

### Access

Visitors to the Collection are welcome and will be assisted by staff subject to time and space considerations. Visitors are asked to complete an application form before consulting the Collection.

Access to certain materials may from time to time be affected by conservation, processing of documents or other archival requirements.

The care, security and integrity of the Collection are paramount. Researchers' attention is drawn to the conditions of use (see below **Directions for Archive and Library Users**) prepared by the staff.

The Collection is the property of University College Dublin and is held in trust for the people of Ireland. Unless otherwise stated copyright for all archival material rests with University College Dublin.

The staff of the National Folklore Collection are committed to ensuring the integrity of the Collection and to safeguarding the privacy and rights of individuals from whom material has been recorded or who have deposited material in it.

In order to publish or broadcast archival material written permission **must** be obtained from the Director of the National Folklore Collection. Archival material and information gathered from the various indexes may not be published or conveyed to a third party for profit or gain. Applications are processed free of charge where only a limited amount of the selected material is involved, but a charge may be levied in the case of larger bodies of material.

### Advice and Help

A range of indexes and finding aids for the various collections are available to researchers. Researchers can consult with archive staff regarding their research. However, a fee may be charged for consultations which require more than occasional staff time.

## Directions for Archive and Library Users

Please leave outdoor coats, umbrellas, cases or bags, including cases for laptop computers, outside the reading room. Consumption of food or drink is not allowed.

**Under no circumstances** are users permitted to remove cards from the indices or to rearrange them.

Members of the public must wear the gloves provided when consulting archival material.

The number of manuscript volumes issued per person at any one time will not exceed **three**. Readers will be issued with no more than **one box** of copybooks from the Schools' Manuscript Collection at any one time.

Manuscripts should be treated with great care and should only be opened or read on a table. Readers are asked to use the book rests provided. Please do not lean on or place anything on the manuscripts. Please do not rest your notebook, paper or cards on manuscripts while taking notes.

Readers wishing to note reference details of manuscripts or other printed material should do so on a separate sheet. No cards, biros, self-stick notes or other items should be inserted in volumes or applied to pages.

Manuscript and other archive material **must not be removed** from the reading room

Only pencils may be used when taking notes in the reading room.

Users of the reading room and library are urged to be as considerate as possible of their fellow readers

Laptops and tablets may be used in the reading room and library.

The use of all photographic, photocopying and scanning equipment in relation to the manuscript collections and books is prohibited. Readers requiring copies of material should consult a member of the archive or library staff.

### **Manuscript Collections**

Visitors are welcome to consult the manuscript collections without prior appointment, but for specific materials advance notice is advised

### **Photographic Collection & Specialist Library**

Materials from the photographic and library collections may only be consulted under the direct supervision of archive staff and by appointment only.

### **Audio/Video Collection**

Audio/video materials may only be consulted under the direct supervision of archive staff and by appointment only.

### **Folk Music**

Please note that materials in the Irish Folk Music Section are available for consultation by appointment only.