



Rules for Readers

These rules are designed to ensure the security and preservation of our collections, as well as the safety and comfort of all readers and staff. We appreciate your cooperation in following these guidelines.

Admission and entry to the Reading Room

Sign in: Please sign the Attendance Book in the entrance hall on the ground floor each day.

Reader's Ticket: A valid reader's ticket is required for access to the Reading Room. You must present your ticket upon entering and before any materials are issued.

Personal Items: Outdoor coats, jackets, bags (including laptop and pencil cases) must be stored in the lockers provided.

Writing Tools: Only pencils are allowed in the Reading Room. Pens, markers, highlighters, and sharp implements are prohibited to protect the collections.

Food and Drink: Please refrain from bringing food and drinks (including bottled water) into the Reading Room.

Consideration for others

Respect: Treat our staff and fellow readers with courtesy and respect.

Noise Levels: Please maintain silence, except when consulting a staff member.

Device Etiquette: Ensure that laptops, tablets, phones, and other devices are on silent mode to avoid disturbing others.

Using the collections

Material Handling: Materials may not be removed from the Reading Room. Handle all items with care, following the guidance of our staff.

Responsibility: Once items are issued to you, they are your responsibility. Please return them to staff if you leave your desk, even briefly.



Copying Materials: If you wish to make copies of materials, seek permission from staff in advance and complete a daily permission form.

Document Management: Do not rearrange files or disbind documents for photography. If you encounter difficulties, please ask staff for assistance.

Document Returns: All files ordered from off-site storage will be returned if not consulted within 5 days. Files ordered in advance from Bishop Street will be returned if not consulted within 3 working days.

Confidential records and copyright

Data Protection: If you are accessing personal information, you may be required to sign a Data Protection Form.

Copyright Permission: Archives may be subject to copyright. You must apply for permission to publish or reproduce any materials. Fees may apply; please consult the National Archives (Fees) Regulations, 2012.

When leaving

Last Production: The final production of materials is at 4 PM. No items will be produced after this time.

Return of Documents: All documents must be returned to staff by the end of your visit. Please vacate the Reading Room by 5 PM.

Collect Belongings: Retrieve your items from the Locker Room and exit the premises by 5:15 pm.

Important Note

Readers' Tickets are issued on the condition that these rules are followed. Non-compliance may result in the removal of archives and/or cancellation of your Reader's Ticket.