

GUIDELINES FOR READERS OF THE OLD LIBRARY AND HISTORICAL ARCHIVES OF THE CENTRE CULTUREL IRLANDAIS

Tel: 0033 (0)1 58 52 10 30 Fax: 0033 (0)1 58 52 10 99



The Old Library and the Historical Archives are accessible for research purposes.

CONDITIONS OF ACCESS

Access to the Old Library and the Historical Archives is free of charge. Documents may only be consulted on-site and cannot be removed or borrowed.

The collections of the Old Library and the Historical Archives may be consulted by any person with a valid research purpose. To make an appointment to carry out research, please send a written request, giving at least 15 days notice, to the Head of Libraries and Archives:

Carole Jacquet, Centre Culturel Irlandais, 5 rue des Irlandais, 75005 Paris

T: 0033 (0)1 58 52 10 33 F: 0033 (0)1 58 52 10 99 E: cjacquet@centreculturelirlandais.com

Requests must include:

- The completed application form which is available online at www.centreculturelirlandais.com under « Resources » or on request from Carole Jacquet (cjacquet@centreculturelirlandais.com).

The application should include the following information:

- the researcher's contact details
 - the research topic
 - reasons for consulting the collections of the Old Library or the Historical Archives
 - the call numbers of up to five items that the reader would like to consult. The online catalogues of the Old Library and the Historical Archives are available on the web site at www.centreculturelirlandais.com/catalogues_eng
 - confirmation that the requested items are not easily available in another format or in other libraries in the Paris area
- Any supporting documentation which justifies the request (letter of reference from a university supervisor, etc.)

Requests are assessed and approved by the director of the Centre Culturel Irlandais and/or by the Library Committee of the Fondation Irlandaise.

Upon approval an appointment will be agreed for consultation of documents.

CONDITIONS OF CONSULTATION

Upon arrival at the Centre Culturel Irlandais, the reader must leave valid photographic ID with the library/information service.

The reader must provide the library/information service with a copy of the work or publication completed further to consultation of the collections.

Digital or other photographic equipment may be used, but the use of flash and the use of any other copying devices is strictly prohibited. Any copies made by the reader are for private research or study only. The written consent of the director of the Centre Culturel Irlandais must be obtained prior to any outside publication or commercial use.

Consultations take place in the reading room next to the Old Library. Readers may not enter the Old Library or the Historical Archives room without permission from the librarian.

The Old Library, the reading room and the Historical Archives are under continuous video surveillance and recording. This is to ensure a safe and secure environment for public, library resources and equipment.

A member of the library/information service is present at all times during the consultation. This person is responsible for security and the correct handling of the documents. A maximum of five documents can be placed at the reader's disposal and no additional items may be requested. The librarian will bring the documents to the reader one by one. Simultaneous consultation of all of the requested items is not permitted.

RULES OF CONSULTATION

The documents of the Old Library and the Historical Archives are fragile. The reader must take great care of the documents that he/she is consulting and follow the advice given by the librarian. Failure to follow these instructions may result in refusal of access to the documents.

Only the following materials may be brought into the reading room:

- paper and pencils
- indispensable study aids
- laptop computer (without a case)
- camera (without a case)

It is prohibited:

- to bring food or drinks into the reading room
- to keep one's bag, coat or jacket; these must be left outside
- to bring scissors, knives, paper clips, adhesive tape or any other material liable to cause damage
- to annotate or mutilate documents
- to leave the reading room with documents from the Historical Archives or the Old Library

The librarian reserves the right to expel temporarily or permanently any readers who fail to comply with these regulations.

Any exceptions to the above need to be authorized by the director of the Centre Culturel Irlandais.

Name: Date:

Signature: