

## **ARCHIVE GUIDELINES THE *IRISH FOLKLORE COLLECTION***

### **Archive Policy**

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

It is the policy of the Department to add to these collections by actively recording folklore relating to the past and present in Ireland, by supporting local collecting initiatives, and by encouraging members of the public to contribute to the Irish Folklore Collection.

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

### **Access to the Archives**

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

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

Regrettably, students cannot be granted access in connection with work on school projects, undergraduate essays etc.

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

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

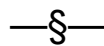
The staff of the Department of Irish Folklore are committed to ensuring the integrity of the *Collection* and to safeguarding the privacy and rights of

individuals from whom material has been recorded or who have deposited material in the Archives.

In order to publish or broadcast archival material written permission must be obtained from the Head of the Department of Irish Folklore. Please note that archival material and information gathered from the various indexes may not be published or conveyed to a third party for profit or gain.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 the selected material is small, but charges may be levied in the case of large bodies of material.

### **Advice and Help**

A range of indices 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 in the Department of Irish Folklore**

Please leave outdoor coats, umbrellas, cases or bags, including carrying 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.

### **Manuscripts**

Readers must complete a call slip giving details of the volume no(s), archive boxes or other materials they wish to view and present it to a member of the Archive staff who will provide material requested. Under no circumstances should readers themselves remove material from the Archive.

Members of the public are asked to wear the gloves provided when consulting archive material.

The number of manuscript volumes issued per person at any one time will not exceed two.

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. Please do not lean on or place anything on them. Please do not rest your notebook, paper or cards on manuscripts while taking notes.

### **Archive and Library**

Readers wishing to note a volume reference or page, should do so on a separate sheet. No cards, biros, self-stick notes or other items should be inserted in the manuscript volumes and books, or applied to pages.

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 by maintaining silence.

Personal computers and tape recorders may only be used by arrangement 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.

### **Photographic collection**

Photographic materials 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.

Please note that the Irish Folk Music Collection (Earlsfort Terrace) of the Department of Irish Folklore is available for consultation by appointment only.