

King's Inns Library
Rules for Researchers
February 2016



1. All researchers must complete a Research Application Form and confirm an appointment before being allowed access to the Reading Room. This includes a declaration that the researcher's conduct will conform to the Rules for Researchers.
2. Researchers must produce photographic ID when visiting the Library.
3. Researchers must sign the Attendance Book each day.
4. No personal belongings, including outdoor coats, umbrellas, cases or bags (including handbags, laptop bags/covers/sleeves) may be brought into the Reading Room. These must be left in the lockers downstairs or outside the Reading Room. King's Inns does not accept responsibility for readers' property.
5. Researchers must not bring into the Reading Room any food or drinks, sweets, chewing gum, erasers, bottles of ink, correcting fluid or adhesives, or any sharp objects (including pencil sharpeners).
6. Smoking, including the use of e-cigarettes, is prohibited in all areas of the Library Building.
7. Pencils, paper, laptops or personal electronic devices may be used in the Reading Room. No other writing materials are permitted.
8. The use of photocopiers, hand held scanners and cameras other than those sanctioned by the Library are prohibited. Photocopying may be permitted under certain circumstances but permission must first be sought from the Librarian and researchers are required to comply with the provisions of the Copyright and Related Rights Act, 2000 when making photocopies from material which enjoys copyright protection.
9. The use of digital cameras may be permitted but the flash facility must be turned off, permission to take digital images must be requested in advance and a permission form completed and signed. Any digital images taken should be for private study only. Where images are required for publication, requests should be submitted in writing to the Librarian and a reproduction fee may be charged (this is usually waived for academic works).
10. No materials from the collection or the archives may be removed from the Reading Room.
11. Researchers are responsible for materials issued to them until they are returned to the Library staff. Materials must not be handed by one researcher to another. Researchers must take precautions to prevent any damage to items being used. Researchers must not leave materials unattended, but should return materials to Library staff if they intend to leave the Reading Room.
12. Researchers will not be issued with more documents at any one time than is considered appropriate by the Library staff.

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13. When using material from the King's Inns Library:

- Do not lean or put anything on the material you are using.
- Do not lick or moisten your fingers before turning pages.
- Do not mark or fold pages.
- Do not rearrange loose pages or remove fasteners from bundles.
- Please ensure that your hands are clean and dry.
- Foam book-rests should be used when provided by Library staff.
- Cotton gloves should be worn when requested by Library staff.

Where permission to consult material is granted, it is subject to compliance with these rules. Any infringement may result in permission being withdrawn. Any person who damages or removes items from the Reading Room without permission will be prosecuted.