



## **Irish Railway Record Society ARCHIVE RULES & REGULATIONS**

- **Only** the following are allowed to enter the Archives unaccompanied: **IRRS Committee Members and IRRS Members approved by the Hon Archivist** (Hereinafter referred to as 'Authorised Persons'). Only Authorised Persons shall have access to the Archivist's Office.
- IRRS Members requiring to consult documents in the Archive shall complete a **Request Form** (available from **LIBRARY desk**). The form shall include the **Member's Name and Membership Number**.
- **Non-Members and visitors shall complete a Visitors Request Form** (available from **LIBRARY desk**). The Archives are available for those undertaking personal research without charge. However, we do have expenses and **donations are requested from visitors, especially for successful searches**. The Society expects those who are not full-time students and who are **using the Archives on a regular basis, to join the Society**, paying the appropriate rate of membership.
- Any **professional research conducted, such as genealogists undertaking research on behalf of others for a fee, or anyone intending to use material owned by the Society** for more than 10% of the contents of a record, book or article must pay a **temporary membership fee of €15 per visit**, or may take out membership at the appropriate rate.
- **Upon completing a Request Form, both members and visitors will then be conducted to the Archives area by an Authorised Person**. Documents will be brought to them for consultation, after which they will be returned by the Authorised Person to the place in which they are stored.
- **Members and visitors may request that they photograph documents**. If permitted to do so, they must use digital photography without flash, and **photographs must only be taken with the permission** of the Hon Archivist or members of the Archives team working under this authority.
- **Access shall not be given to records which may contain references to persons still living**.
- **No items in the Archives collection shall be removed from the Society's Premises** without the express approval of the IRRS Committee, which approval may be delegated to the Hon Archivist, in which case he/she must report the circumstances to the next meeting of the Committee.
- No material shall be disposed of except in accordance with a proper destruction programme which shall be brought before the IRRS Committee by the Hon Archivist and approved by them. Such events shall be minuted.
- It shall be understood that full cooperation shall be given to requests from staff of Irish Rail, Translink NIR and other railway professionals, including railway safety regulation officers, who may need to consult the Archives for professional purposes connected with operations and developments in their respective railway systems.
- **All Request Forms filled in shall be filed for examination by the Hon Archivist for record and Archive control purposes**.