The Special Collections Reading Room houses and provides access to material which is deemed unsuitable for inclusion in General Collections due to factors such as: cultural and historical significance, inherent value, age, rarity and overall significance to the institution. Great care should be exercised at all times when handling material in Special Collections as this material can be unique and irreplaceable. Items in Special Collections may be fragile or otherwise vulnerable and readers are asked to review the Special Collections & Archives: Handling Guidelines and Rules for Readers before consulting this material.

Special Collection material can be consulted by staff and students of NUI Maynooth, staff and students of St. Patrick’s College Maynooth, external researchers, and members of the general public. The following guidelines should be adhered to at all times:

**Archival Material**

- Readers are required to submit requests for archival material at least 24 hours before consultation.
- Archival access may be granted following an interview with Special Collections staff.
- Photographing, photocopying and scanning archival material is strictly prohibited, unless prior consent is obtained from the Librarian or his/her nominee. Copyright restrictions are in place for archival material and should be adhered to. Archival material should not be published without prior consent.
- Finding aids should be returned to the Special Collections Enquiry Desk following consultation. Please remember to consult finding aids before submitting a request docket.
- A docket should be completed for each requested item. The archival folder number should be recorded on each docket (this information is available in the finding aids).
- Readers should not disturb the order of archival records. All records must be returned in the same order and condition of issue.
- Damage to archival material must be reported to Special Collections staff immediately.
- Readers are advised to consult the Special Collections Handling Guidelines and the Rules for Readers before consulting archival material.

**Printed Material**

- Photographing, photocopying and scanning early printed material is strictly prohibited, unless prior consent is obtained from staff in Special Collections.
- Material stored in the Special Collections Storage Area will be retrieved immediately following the submission of a request docket (depending on item availability). Material housed elsewhere will be available following dedicated retrieval times.
- Readers may not consult more than three items at a given time. A separate docket must be submitted for each item requested.
- Material should be returned to the Special Collections Enquiry Desk following use.
- A hold facility is available for Special Collections material. Readers should submit a *Special Collections: Hold Request Form* in order to avail of this.
- Damage to printed material must be reported to Special Collections staff immediately.
- Readers are advised to consult the *Special Collections Handling Guidelines* and the *Rules for Readers* before consulting printed material.

**Manuscripts**

- Photographing, photocopying and scanning manuscript material is strictly prohibited, unless prior consent is obtained from staff in Special Collections.
- Readers are required to submit requests for manuscript material at least 24 hours before consultation.
- Consultation and reproduction of fragile material is at the discretion of Special Collections staff.
- Damage to manuscripts must be reported to Special Collections staff immediately.
- Readers are advised to consult the *Special Collections Handling Guidelines* and the *Rules for Readers* before consulting manuscript material.