

DELANY ARCHIVE TRUST: ACCESS POLICY

1. INTRODUCTION

The Delany Archive makes its collections available to the general public for research. This Policy outlines how access is granted, consistent with safe preservation of archives for future users and the protection of confidential information.

2. SCOPE

- 2.1 This Policy refers only to access to archival collections held at the Delany Archive premises. It does not refer to the archival patrimony of Archive partners which may be held elsewhere.
- 2.2 This Policy does not deal with individuals seeking access to their own personal data in accordance with their rights under Data Protection laws. Please see the Archive's Data Protection Policy for further information about this matter.
- 2.3 Carlow College, St Patrick's is subject to the Freedom of Information (FOI) Act 2014. The College's FOI Policy, which is available on its website, www.carlowcollege.ie, contains further information, including how to submit a request.

3. GENERAL PRINCIPLES

- 3.1 Access to the Archive is guided by the following general principles:
 - The Delany Archive promotes the widest possible access to its collections
 - The Archive is open to all persons who fulfil the access criteria (see Section 5 for further information)
 - All prospective researchers are treated equitably
 - Access to the collections is free of charge
 - In general, archives which are more than 30 years old are open for research. Some archives may be closed for longer periods of time for reasons including the protection of confidential information and the Archive's obligations under Data Protection laws (see Section 7 for further information)
 - Access may be denied if an item is in poor physical condition until suitable conservation work has been carried out. Where possible, access will be given through use of a surrogate copy at the discretion of the Archivist
 - In general, access is not permitted to unprocessed archival collections for security reasons. In such cases, access is at the discretion of the Archivist
 - Archives are for reference only and borrowing of documents by members of the public is not permitted
 - Day to day access is under the control of the Archivist. Differences of opinion as to interpretation of this Policy may be addressed to the Chairperson, Delany Archive Trust.

4. GAINING ACCESS

- 4.1 Access to the archival collections is possible by two means:

- Visiting the Archive
- Using the Archive's research service.

5. ACCESS CRITERIA

5.1 All researchers who visit the Archive must fulfil the following criteria:

- Researchers must have a stated research interest and the Archive must possess archives related to the research interest
- Access to the Archive is by appointment with the Archivist
- Researchers must be at least 16 years of age. With the exception of registered learners of Carlow College, St Patrick's, researchers under the age of 18 must be accompanied by an adult
- Researchers must complete a Reader Application Form (Appendix 1). This Form includes information which is retained for a suitable period for communication, security, legal and statistical purposes. Normally, correspondence with registered researchers is by email
- Researchers must additionally complete a Data Protection Undertaking (Appendix 2). Researchers have a responsibility to ensure that the personal data contained in any archives to which they are granted access is used solely for the purpose of historical research and not for any purpose which could cause damage or distress to the subjects of the data
- Registration will be in place for a defined period for each researcher in connection with their research topic. This period may be from one month up to a maximum of 24 months, at the discretion of the Archivist. Re-registration is required for each new research topic
- Proof of research purpose, such as an academic referral, may be required for access to some collections
- Researchers must present photo-identification and proof of address
- Researchers must comply with the Reading Room Rules (Appendix 3)
- Access privileges may be refused or withdrawn by the Archivist if any of the access criteria are not fulfilled.

6. RESEARCH SERVICE

- 6.1 The Archivist will respond to brief research queries on behalf of researchers who are unable to visit the Archive in person. Researchers availing of this service may be requested to provide contact information and complete a Data Protection Undertaking.
- 6.2 Researchers who require extensive research to be carried out may find it necessary to hire an independent researcher.

7. CLOSURE PERIODS AND ACCESS TO CLOSED ARCHIVES

- 7.1 In general, archives which are more than 30 years old are open for research.
- 7.2 Access to archives which are deemed 'open' is under the control of the Archivist.

- 7.3 Some archives may be closed for periods longer than 30 years for various reasons including the protection of personal privacy, organisational privacy or confidentiality requirements. Closure periods depend on the nature of information recorded in documents. In general, in view of the obligations of Data Protection laws, documents which contain personal data are closed for 100 years from the date of birth of the data subject. Where the age of the data subject is not given or discernible, 0 is assumed as the age of the data subject if it may be a child and 18 if the data subject may be an adult. Where it is known that a data subject is alive, access may be refused beyond the aforementioned 100-year period. Some deposit agreements may also prescribe specific closure periods. Closure periods are indicated on the Archive's catalogue of holdings. More information on closed documents is available from the Archivist.
- 7.4 Notwithstanding the foregoing section, in some circumstances, researchers may have access to archives containing the personal data of living individuals. A general principle is that such access and the use by researchers of archives containing personal data is fair and does not cause distress or damage to living individuals. Researchers are obliged to complete a Data Protection Undertaking (Appendix 2) when applying to access the Archive.
- 7.5 Publications intended for public audiences are open for research regardless of date of creation. This similarly applies to the small number of museum objects held by the Archive.
- 7.6 Access may be denied to items which are fragile or damaged. Where possible, access will be granted through the use of surrogate copies.

8. CITING ARCHIVAL DOCUMENTS

- 8.1 Researchers are to acknowledge the Delany Archive's custody of documents when quoting from them in publications or other works.
- 8.2 The country code for Ireland is IE and the repository code for the Delany Archive is DA.
- 8.3 The collection codes for our core Archive partner collections are as follows:
- Diocese of Kildare & Leighlin – KL
 - Brigidine Sisters – BC
 - Patrician Brothers - FSP
 - Carlow College, St Patrick's – CC
 - St Patrick's Missionary Society – SPMS
- 8.4 The full code for citing a document in the Carlow College, St Patrick's collection, for example, would be IE/DA/CC/document number.

APPENDIX 1

DELANY ARCHIVE TRUST: READER APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

NAME	
PERMANENT ADDRESS	
EMAIL ADDRESS	
TELEPHONE NUMBER	
SUBJECT OF RESEARCH	
PHOTO-IDENTIFICATION PRESENTED	
PROOF OF ADDRESS PRESENTED	

Declaration by Applicant and Data Protection Notice

I have read the Reading Room Rules and agree to abide by them.

I understand that my personal data is processed in accordance with the Privacy Notice of the Delany Archive Trust.

SIGNATURE	
DATE	

Staff use

ID Checked	
Reader's Ticket No.	
Issued by	
Date	

APPENDIX 2

DELANY ARCHIVE TRUST: DATA PROTECTION UNDERTAKING

I understand that it is my responsibility under the Data Protection Act 2018 to ensure that the personal data contained in any archives to which I am granted access by the Delany Archive Trust is used solely for the purpose of historical research and not for any other purpose which could cause distress or damage to the subjects of the data.

I further understand that the Act requires that the results of my research, or any resulting statistics that I publish or use, are not made available in a form that identifies any living individual featured in the data.

The personal data I gain access to will not be disclosed to any other individual.

I undertake to protect from unauthorised disclosure to any party, any copies of material, or any notes taken during my research in the Delany Archive, which contain personal data.

NAME (BLOCK CAPITALS)	
READER'S TICKET NUMBER	
DOCUMENT CODE	
SIGNATURE	
DATE	

APPENDIX 3

DELANY ARCHIVE TRUST: READING ROOM RULES

Readers are required to observe a number of rules when using archival documents. The main purpose of the rules is to ensure that documents are safely preserved for future users.

1. Readers are to wash their hands before using archives
2. All archives are to be handled carefully
3. No collection item may be removed from the Reading Room
4. No food, drinks or other substances and items which may harm archives are permitted in the Reading Room. This includes pens, erasers, pencil sharpeners, corrective fluids and newspapers
5. Only pencils or laptop computers may be used for the taking of notes
6. All personal possessions, except material used for the making of notes are to be placed in a locker. This includes mobile phones which are not to be used in the Reading Room unless permission to take photographs of documents using a phone has been granted
7. Readers are not to moisten their fingers to turn pages
8. Readers are not to re-arrange, mark, alter or fold archival documents
9. Readers are not to lean on archives or use them as a support for writing
10. Readers are to draw the attention of the Reading Room supervisor to any problem including missing, damaged or disordered documents. Readers are not to repair damaged documents
11. Archives, their boxes or other enclosures, may not be placed on the floor
12. Readers are not permitted to make a copy of archives in any manner without the written permission of the Reading Room Supervisor. This includes the tracing of archives. Use of photographic equipment is prohibited unless written permission has been granted by the Reading Room Supervisor
13. Archives are subject to copyright. Readers are responsible for ensuring that they have the permission of the copyright holder to publish or reproduce archives
14. Readers are to acknowledge the Delany Archive's custody of documents when quoting from them in publications or other works. Readers are to seek the advice of the Reading Room Supervisor to ascertain the correct procedure for citing archival documents in publications and other works
15. Readers are to comply with all reasonable requests of the Reading Room Supervisor
16. It is the Reader's responsibility to consult online / printed finding aids in order to identify material relevant to their research and to obtain the relevant collection and document reference numbers
17. Paper strips are available in the Reading Room to enable readers to mark pages. Post-it notes or bulky items such as pencils and reading glasses are not to be used to mark pages.