



RCPI Heritage Centre Reader Registration Form

Please complete this form in BLOCK CAPITALS

Full name:	
Address:	
Telephone:	
Email:	
Research Interest:	
Academic Affiliation (if applicable):	
Reader Type (please tick the most appropriate):	
<input type="checkbox"/> RCPI Affiliate	<input type="checkbox"/> Author
<input type="checkbox"/> University Staff	<input type="checkbox"/> Media Researcher
<input type="checkbox"/> University Student	<input type="checkbox"/> Other:
I have read and accepted the Heritage Centre's Conditions of Access (see overleaf):	
Signed	Date
<input type="checkbox"/> With your permission we would like to keep in touch with you about our work, and upcoming events. If you would like to be kept informed please tick here.	
RCPI will not pass your personal details on to any third parties. Details of our privacy policy can be found on our website.	
Heritage Centre Use Only	
Approved by	Date

RCPI Heritage Centre - Conditions of Access

**Please abide by these simple rules which are designed for the protection of our collections.
Failure to observe these rules will result in the termination of access.**

- All researchers must complete a reader registration form on their first visit to the Heritage Centre reading room. By signing the registration form you are agreeing to these conditions of access.
- On all subsequent visits researchers must sign the Visitor Log.
- All bags, coats, umbrellas, etc., must be placed in the storage facility provided.
- Mobile phone must be turned to silent, non-vibrate mode. Please do not make or receive calls in the reading room.
- Personal audio equipment with headphones may be used, if not audible to others.
- Researchers must not have any items liable to cause damage to the items on the desk. This includes food, drink, sweets, chewing gum, sharp instruments, and erasers.
- Pencils only are permitted in the reading room.
- Laptop computers may be used, power supplies and Wi-Fi is available.

- All items must be consulted under supervision in the reading room.
- The number of items issued at any time will be limited to three.
- Due to the personal nature of data in some archive material additional access conditions apply;
 1. Records containing personal information are closed for 100 years
 2. Institutional records are closed for 30 years.
- Applications to view closed records may be made for the following reasons;
 1. Access to own medical records or medical records of next of kin
 2. Access for research purposes; a supporting letter from an academic supervisor and a data protection declaration must be submitted with the application.
- When handling items researchers must be aware that they are fragile and are to be treated with respect. Please abide by any additional handling advice/restrictions given by staff.
- The physical condition of some items may mean they cannot be issued to readers.

- Digital cameras, without flash, may be used with the permission of staff and on completion of the relevant copyright declaration form.
- Photographs, or in some cases photocopies, of material may be provided depending on the condition of the material. The Heritage Centre's standard copying charges will apply.

- Researchers are responsible for all material issued to them, all material should be returned in the condition and order it was issued.
- Damage to, or theft of, material held by the Heritage Centre is a criminal offence; it is the policy of the Royal College of Physicians of Ireland to prosecute anyone so doing.
- CCTV cameras are in operation in the reading room.