

Chester Beatty Library  
Dublin Castle  
Dublin  
D02 AD92  
[www.chesterbeatty.ie](http://www.chesterbeatty.ie)  
+353 (0)1 4070750

## Collections Access Request

Please read the attached Guidelines before completing this page and submitting to: [research@cbl.ie](mailto:research@cbl.ie)

Applicant Information			
Title			
Forename(s)		Surname	
Permanent Address			
Telephone			
Email			
Work Address (if application)			
Temporary Address in Ireland (if applicable)			

Research Information	
Reason for request	
Affiliated Institution	
Name of Thesis Advisor (if applicable)	

Item Information				
CB Collection number	Title of the material that you wish to consult			
Proposed date of visit	From:		To:	

### To be completed upon arrival at Chester Beatty

#### General:

- I have read and agree to comply with the Collections Access Request Guidelines
- I have read and agree to comply with the Reading Room Photography Guidelines (if applicable)

#### Data Retention:

The Chester Beatty retains all information pertaining to the research of the collection and reader information will be permanently retained as part of the object's historical record. (Please note that personal information will not be used for marketing purposes)

- I consent to have my information permanently retained by the Chester Beatty as it relates to the object's historical record.
- I agree that the Chester Beatty can permanently retain my contact information (address, email and telephone number) to contact me regarding relevant queries.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

### To be completed by Chester Beatty Staff

#### Documents supplied

(Staff use only)

Passport

Driving licence

Other (please specify)

\_\_\_\_\_

Checked by: \_\_\_\_\_

Proof of Address

Utility Bill

Bank statement

Other (please specify)

\_\_\_\_\_

Date: \_\_\_\_\_

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## Collection Access Request Guidelines

### General

Readers must comply with all guidelines listed, and with any handling guidelines provided. Failure to comply with any of the Reading Room Regulations will result in the termination of access to the Collection. In the case of any dispute concerning the implementation of regulations, the final decision rests with the Director and Board of Trustees of the Chester Beatty.

Damage to or theft of Chester Beatty material is a criminal offence and may result in prosecution

### Access to material

In order to consult material from the Collections, readers must apply for access at least one month in advance. It is not possible to consult material without an appointment.

Readers must complete the *Collections Access Request* form and provide the Chester Beatty Collection number and title of the material they wish to research. Access cannot be given to material currently on display.

It may not be possible to accommodate access on certain dates, it is therefore not advisable to make any travel arrangements until the access request has been approved. Please note that readers can usually visit for a maximum of two weeks at one time.

Only the named Reader(s) may consult the requested material. No additional persons will be admitted to the Reading Room unless they have completed a Collection Access Request form prior to their arrival.

### Access to Reading Room

Access to the Collections is available from:

Monday to Friday: 10.00am - 1.00pm, 2.00pm - 4.30pm

Please note that CCTV cameras are in operation.

All Coats, umbrellas and bags including hand bags and laptop bags must be deposited in the lockers provided in the main reception area. Clear plastic bags are available from the Reading Room upon request.

Items that could potentially harm the collections are not allowed. Only pencils, paper, camera and laptop are permitted in the Reading Room.

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## Personal Identification on arrival

Personal identification and proof of address is required on arrival for anyone wishing to access material from the Collection. Readers must produce **two** original identification documents (not photocopies or photographs), consisting of at least one personal photo identification and/or proof of address.

Acceptable forms of:

### Photographic ID

- Passport
- Driving license
- National ID card
- Student card

### Proof of Permanent Address

- Utility bill (gas, electricity, telephone, internet, insurance, tv license)
- Bank/building society statement
- University certificate for hall of residence (stamped and signed by institution)

Please contact us if you are in doubt about what documentation to bring. Access to collection material will only be granted to those who provide the correct documentation. Exceptions may only be permitted with the approval of the Director and/or Head of Collections of the Chester Beatty.

## Photography

Photography is permitted for the purpose of private research only. The Chester Beatty reserves the right to deny permission for photography, subject to the condition of the materials. Images made may not be published or reproduced in any form without formal permission, including publication online.

Materials must be handled with great care, and may not be manipulated in any way for the purposes of photography. It is the policy of the Chester Beatty that no entire work may be photographed.

Readers must make do with available light sources. Flash photography, tripods, camera stands, selfie-sticks, scanners or additional lighting are not permitted.

Readers are responsible for recording the source of the image, to include collection inventory number and folio. It will not be possible for staff to identify images made after the fact.

Please refer to the Reading Room Photography Guidelines for full details.

High resolution images may be purchased through our Photographic Services department (please contact [photographicservices@cbl.ie](mailto:photographicservices@cbl.ie)).