

Collections Access Request

Please read the Collections Access Request Guidelines before completing this page and submitting to: research@cbl.ie

Applicant Information			
Title			
Forename(s)		Surname	
Permanent Address			
Telephone			
Email			
Work Address (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:	

All readers are required to check in at reception and must sign an agreement confirming that they have read and will comply with the Collections Access Request Guidelines and Reading Room Photography Guidelines.

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

Collection Access Request Guidelines

Access to consult material is by appointment only. Readers must apply at least one month in advance and can visit for a maximum of two weeks at one time. Please do not make any travel arrangements until your access request has been approved. Please complete the *Collections Access Request (CAR)* form, including the Chester Beatty Collection number and title of the material you wish to research. Access cannot be given to material currently on display. Only the reader(s) indicated on the *Collection Access Request* form may consult the requested material. No additional persons will be admitted to the Reading Room unless they have completed a CAR form prior to their arrival.

Personal Identification on Arrival

Proof of identification is required to access material from the Collection. Photocopies or photographs will not be accepted and may result in access being refused. Only the following forms of ID are acceptable:

- Irish citizens: one of the following (passport, driver's license, national ID or Department of Social Services)
- EU citizens: one of the following (passport, National ID from EU country)
- Non-EU citizens: Passport

Reading Room Access

Collection access is available from:

Monday to Friday: 10.00am - 1.00pm; and 2.00pm - 4.30pm

Please note that CCTV cameras are in operation.

All coats, umbrellas and bags must be deposited in the lockers provided in the main reception area. Only pencils, notebooks, cameras and laptops are permitted in the Reading Room. Clear plastic bags are available at Reception.

Readers must comply with all guidelines listed, including photography and 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 will rest 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.

Photography

Photography is permitted for private research only and may not be published or reproduced in any form without formal permission, including publication online. Objects must be handled with great care, and may not be manipulated in any way for the purposes of photography. The Chester Beatty reserves the right to deny permission for photography for objects in fragile condition. Flash photography, tripods, camera stands, selfie-sticks, scanners or additional lighting are not permitted.

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

High resolution images are available through our Photographic Services department (please contact photographicservices@cbl.ie).