

Chester Beatty Library

Request for Access to Material from the Collections

*Please read the guidelines on the reverse before completing a typed copy of this form*

Surname .....

Forename(s) .....

Title .....

Permanent Address .....

Telephone ..... Email .....

Temporary Address (if applicable) .....

Area of research .....

Affiliated Institution .....

Name of Thesis Advisor (if applicable).....

Please list the inventory numbers of the material that you wish to consult

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.....  
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Reason for request:

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.....  
.....

Proposed date of visit

.....

*Please return the completed form to the Curator, along with a scanned copy of your academic Staff or Student card. If this is not available, please supply a scanned copy of photographic id, such as a passport or national identity card.*

*Data Protection Acts 1988 & 2003: The information which you provide is not made available to any third parties, and is used by the Chester Beatty Library only in line with the purpose for which it was provided.*

## Request for Access to Material from the Collections: guidelines

1. Access to material from the Collections is available from:

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

Please note that CCTV cameras are in operation.

2. In order to consult material from the Collections, readers must apply to the appropriate curator at least one month in advance. It is not possible to consult material without an appointment. Additional material may be requested during the time of your visit, but it cannot be guaranteed that it will be available for study without prior warning. Please note that material cannot be taken off exhibition for readers.
3. It may not be possible to accommodate you on the exact date you wish to visit. It is therefore advisable not to make any travel arrangements until the dates of your visit have been approved. Please note that readers can usually visit for a maximum of two weeks at one time.
4. Coats, bags and umbrellas must be deposited in the lockers provided in the main reception area.
5. Eating and drinking are not permitted in the Reading Room. Smoking is not permitted anywhere in the building.
6. Photography is permitted for the purposes of private research only. Researchers who wish to take photographs must abide by our Digital Photography Policy. High resolution images may be purchased through our Rights and Reproductions department (please contact [photographicservices@cbl.ie](mailto:photographicservices@cbl.ie)).
7. Readers must comply with Reading Room regulations, and with any handling guidelines provided.
8. Material from the Collections is removed from the Reading Room at 4.30 pm.
9. 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 Library.