



Research Request Form

Full Name:

Postal Address:

Email Address:

Phone:

Institutional Affiliation:

Research Purpose *(please tick)*

Publication	<input type="checkbox"/>
Thesis, Dissertation, or coursework	<input type="checkbox"/>
Exhibition	<input type="checkbox"/>
Other	<input type="checkbox"/>

Research Subject:

Specific Area of Augustinian Interest:

The Augustinian Archive is open to Researchers on Wednesdays from 10.00am to 04.00pm and by appointment only.

Please return this form to:-

Prior Provincial,
Augustinian Province of Ireland,
Taylor's Lane,
Ballyboden,
Dublin 16, D16YN32.

Or by Email

archives@augustinians.ie

If you are not a member of the Augustinians in Ireland and have not previously used the Archives, the initial request for an appointment must be made by filling in this form.

It is not possible to make an initial appointment by telephone.

The information you provide on this form will be held securely in line with Irish Data Protection and EU GDPR legislation *(please see our Data Protection Policy on our website for further details)* and will be destroyed responsibly when no longer required.

www.augustinians.ie



Conditions of Access:-

The Archives of the Augustinian Order in Ireland are private. External requests for access to the Archives will be considered, but admission is ultimately at the discretion of the Prior Provincial. Visits are by appointment only. Access to some archive material may be subject to conditions as set out below. Archive staff will try to respond to brief research queries submitted by post or email, but they are unable to undertake detailed research.

Access Restrictions:-

1. The personal papers of deceased members of the Augustinian Order in Ireland OSA will, in principle, be unavailable for research or other purposes until thirty years after his death.
2. Under the Irish Data Protection Acts of 1988 and 2003 (amended Act) and EU GDPR legislation 2018, records which contain personal or particularly sensitive information relating to an identifiable living individual must be protected. Therefore, records which contain such data are closed. Only the individual to whom this data relates may access these records.
3. Records deemed to be sensitive or of a confidential nature will have access restrictions placed on them.
4. Records may have access restrictions placed on them by the depositor. Archive staff will inform readers of these limitations.

Rules of Access:-

- No smoking, food or drink is allowed in the Reading Room
- Researcher's may examine only one Archive Box at a time
- Researcher's are asked to exercise extreme care when handling fragile items.
- Laptops may be used
- Copyright lies with the Augustinians. Permission must be sought for the reproduction of material for publication in writing from the Prior Provincial.

For further details please see the Augustinian Archives Policy on www.augustinians.ie