

National Library of Ireland

FREEDOM OF INFORMATION ACT, 1997

Section 15 and Section 16 Reference Book

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1. INTRODUCTION

The *Freedom of Information Act, 1997*, establishes three new statutory rights:

- a legal right for each person to access information held by public bodies;
- a legal right for each person to have official information relating to him/herself amended when it is incomplete, incorrect or misleading;
- a legal right to obtain reasons for decisions affecting oneself.

The Act asserts the right of members of the public to obtain access to official information to the greatest extent possible consistent with the public interest and the right to privacy of individuals.

This reference book has been prepared and published in accordance with the requirements of sections 15 and 16 of the Act. Its purpose is to facilitate access to official information held by the National Library of Ireland:-

- by outlining the structure and function of the Library;
- by giving details of the services we provide and how they may be availed of;
- by providing information on the classes of records we hold;
- by setting out the procedure for requests under the *Freedom of Information Act, 1997*.

Routinely Available Information

The National Library of Ireland currently makes information routinely available to the public in relation to its functions, activities and services. Such information will continue to be available informally without the need to use the FOI Act. This reference book highlights, in relation to each of the Library's activities, where information of this nature is available.

The FOI Act is designed to allow public access to information held by public bodies which is **not** routinely available through other sources. Access to information under the Act is subject to certain exemptions and involves specific procedures and time limits. This reference book provides a guide to the structure of the Library so as to help you access information under the FOI Act.

Section 16 Reference Book - Rules and practices of the National Library of Ireland

Section 16 of the *Freedom of Information Act, 1997*, requires the publication of information regarding rules and practices in relation to certain decisions by public bodies. These are set out in Part 9 of this document - **Section 16 Reference Book - Rules and Practices of the National Library of Ireland** - which sets out the rules, procedures, practices, guidelines, etc. used for the purpose of decisions, determinations and recommendations under schemes operated by the Library.

Confidentiality

The Library undertakes to use its best endeavours to hold confidential any information provided to it in confidence, subject to the Library's obligations under law, including the *Freedom of Information Act, 1997*. Any person wishing that any of the information supplied to the Library should not be disclosed because of its sensitivity, should, when providing the information, identify the same and specify the reasons for its sensitivity. The Library will consult with any individual or body so supplying sensitive information before making a decision on any freedom of information request received in relation to it.

2. DESCRIPTION AND FUNCTIONS

The National Library of Ireland was established by the *Dublin Science and Art Museum Act, 1877*, and has functioned since then under the superintendence of a Council of twelve Trustees, eight appointed by the Royal Dublin Society, and four by the State. The staff of the Library are civil servants of the Department of Arts, Heritage, Gaeltacht and the Islands, and the Minister in charge of that Department has overall responsibility for the organisation.

The objective of the National Library of Ireland, as set out the 1992-97 Strategic Plan, is to continue to collect, preserve and make accessible materials on or relating to Ireland, whether published in Ireland or published abroad, and a supporting reference collection.

The Library's collections fall into the following areas:

- Printed Books
- Newspapers and Periodicals
- Government Publications
- Prints and Drawings
- Photographs
- Manuscripts (including the manuscripts of the Genealogical Office)
- Maps
- Ephemera

In summary, the function of the National Library might be seen as maintaining the record of Ireland and its people in so far as it has been documented in book, manuscript, map or illustration.

In addition, the Library operates the Irish ISSN Centre and publishes The Irish Publishing Record, the annual record of Ireland's bibliographic output.

The administrative and curatorial functions of the Library include:

- the provision of optimum conditions for the storage, preservation and conservation of collection;
- the continued development of cataloguing systems;
- the continued development of acquisitions policy for print and non-print materials;
- the provision of optimum conditions for users and staff.

The Genealogical Office, formerly the Office of the Ulster King of Arms, functions as a branch of the National Library. It is responsible for the design, assignment and registration of heraldic property in Ireland. The Director of the Library is also Chief Herald of Ireland, and the Office is staffed by officers of the Library.

3. MISSION STATEMENT

"The National Library of Ireland aims to collect, preserve and make accessible materials on or relating to Ireland, to provide an accurate record of Ireland's output in manuscript, print and other media for present and future users and to provide timely and free access to those with genuine research needs. It aims to acquire reference material to support its collections and to maintain a basic collection of reference material suitable for a National Library in a European context and to carry out those functions in the most cost effective manner. Its purpose is to exploit fully its resources through research and publications and to encourage co-operation both nationally and internationally in the public and private sector. It aims to respond sympathetically to users' needs and to be open and alert to new media and technology."

NLI Strategic Plan, 1992-1997

Areas of Action

In seeking to carry out its mission, the Library will, *inter alia*:

- facilitate, encourage, assist and promote the carrying out of research - including genealogical research - in the Library;
- facilitate, encourage, assist and promote the granting and confirming of coats of arms;
- arrange for the provision of a library and information service for the public;
- foster and promote the Library as a national centre for reference, research, bibliographic and other information services;
- foster and promote the Library as an integral part of the national culture.

4. STRUCTURE AND ORGANISATION OF THE NATIONAL LIBRARY OF IRELAND

The **Director** has overall responsibility for the administration of the Library.

There are three **Keepers** who report to the Director as follows:

- The **Keeper of Collections** has responsibility for the development and care of the Library's collections.
 - The Keeper of Collections is assisted by **Assistant Keepers** who have responsibility for specific collection areas.
 - The Library's **Preservation Officer** monitors preservation aspects of collection care.
- The **Keeper of Systems** has responsibility for technological development and for general Library procedures.
 - The **Assistant Keepers** with responsibility for buildings development and reader services report to the Keeper of Systems.
 - The Library's **Photographer** is assigned to the reader services (Reprographic Services) area.
- The **Keeper (Genealogical Office)** holds the title Deputy Chief Herald and is responsible for the day to day administration of the Genealogical Office.

The **Library Assistants** operate under the general control of the **Library Administration Officer** and the **Senior Library Assistants**.

There is a small support staff of **Clerical Officers**, **Attendants** and **Cleaners**.

5. GLOSSARY OF TERMS

Term	Definition
ISSN	The International Standard Serial Number (ISSN) is an internationally used code for serial publications. The ISSN Centre at the National Library of Ireland is responsible for the numbering and registration of serials published in Ireland.
Records	The records of the administration of the National Library (as distinct from the collections - library material - held by the Library).

6. ACCESS TO INFORMATION WITHIN THE NATIONAL LIBRARY OF IRELAND

6.1 Applications under the Act

- Under the FOI Act, anyone is entitled to apply for access to information not otherwise publicly available. Each person has a right to:
 - access to records held by the Library,
 - correction of personal information relating to oneself held by the Library where it is inaccurate, incomplete or misleading,
 - access to reasons for decisions made by the Library directly affecting oneself.
- The following records come within the scope of the Act:
 - all records relating to personal information held by the Library irrespective of when created,
 - all other records created from commencement date 21 April 1998,
 - all other records necessary to the understanding of a current record.

The Library is obliged to respond to the request within 4 weeks.

- Applications for information under the Freedom of Information Act should be addressed to:

***Colette O'Flaherty,
FOI Request Manager,
National Library of Ireland,
Kildare Street,
Dublin 2.
Tel (01) 6030 200 Fax (01) 6766 690.***

- Applications should be in writing and should indicate that the information is being sought under the *Freedom of Information Act*.
- If information is desired in a particular form, i.e. photocopy, computer disk, etc., this should be mentioned in your application.
- Please give as much information as possible to enable the staff of the Library to identify the record.

- If you have difficulty in identifying the precise records you require, the staff of the Library will be happy to assist you in preparing your request.

6.2 Rights of Review and Appeal

The Act sets out a series of exemptions to protect sensitive information where its disclosure may damage key interests of the State or of Third Parties. Where a Department or institution invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access etc. may also be the subject of appeals. Details of the appeals mechanisms are as follows:

6.3 Internal Review

- You may seek internal review of the initial decision which will be carried out by the Director if:
 - you are dissatisfied with the initial response received, i.e. refusal of information, form of access, charges, etc.,
 - you have not received a reply within 4 weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.

- Requests for internal review should be submitted in writing to:

*Colette O'Flaherty,
FOI Request Manager,
National Library of Ireland,
Kildare Street,
Dublin 2.
Tel (01) 6030 200 Fax (01) 6766 690.*

- Such a request for internal review must be submitted within 4 weeks of the initial decision.
- The Library must complete the review within 3 weeks.
- Internal review must be completed before an appeal may be made to the Information Commissioner.

6.4 Review by the Commissioner

- Following completion of internal review, you may also seek independent review of the decision from the Information Commissioner. Also, if you have not received a reply to your application within 3 weeks, this is deemed to be a refusal and you may appeal the matter to the Commissioner.

- Appeals in writing may be made directly to the Information Commissioner at the following address:

***Office of the Information Commissioner,
18 Lr. Leeson Street, Dublin 2.
Tel: (01) 678 5222 Fax: 661 0570.***

7. FEES

■ **Pursuant to Section 47 of the *Freedom of Information Act, 1997*, fees may be charged as follows:**

- in respect of personal records, no fees will be charged in respect of the cost of copying the records requested unless a large number of records are involved;
- in respect of other (non-personal) information, fees may be charged in respect of the time spent in efficiently locating and copying the records, based on a standard hourly rate. No charges will apply in respect of time spent by public bodies in considering requests.

■ A deposit may be payable where the total fee is likely to exceed £40. In these circumstances, the public body must, if requested, assist the member of the public to amend the request so as to reduce or eliminate the amount of the deposit.

■ **Charges may be waived in the following circumstances:**

- where the cost of collecting and accounting for the fee would exceed the amount of the fee;
- where the information would be of particular assistance to the understanding of an issue of national importance; or
- in the case of personal information, where such charges would not be reasonable having regard to the means of the requester.

■ The Library will adhere to any guidelines set out by the Department of Finance in relation to the charging of fees. For further information, contact:

***Colette O'Flaherty,
FOI Request Manager,
National Library of Ireland,
Kildare Street,
Dublin 2.
Tel (01) 6030 200 Fax (01) 6766 690.***

8. STRUCTURAL BREAKDOWN BY DIVISION OF THE NATIONAL LIBRARY OF IRELAND

8.1 Organisation and Management

The National Library of Ireland operates under the aegis of the Minister for Arts, Heritage, Gaeltacht and the Islands.

The Library has a Council of Trustees, established under the 1877 Dublin Science and Art Museum Act, who meet at least nine times a year and report annually to the Minister responsible for the Library.

The Director of the National Library of Ireland is responsible for internal management.

Information Available

Annual Report of the Council of Trustees of the National Library of Ireland (Trustees Report). Subject to availability, the *Trustees Reports* can be obtained, on request, in the National Library of Ireland and, by post, from *Reader Services Department, National Library of Ireland, Kildare Street, Dublin 2.*

8.1.1 Classes of records

The Office of the Director holds files relating to the following:

- correspondence with the Library's parent Department
- minutes of Trustees' meetings
- Library administration (including the engaging of consultants and contract staff)
- financial administration
- strategic management and development
- buildings development and management
- press and public relations

8.2 Collections

Library functions such as acquisitioning, cataloguing and classification, processing, collection maintenance (preservation and conservation) and collection development are fundamental to the provision of quality access to our collections. The Library's curatorial staff are responsible for ensuring that these functions are carried out in the collection areas under their authority.

8.2.1 Printed Books, Newspapers and Periodicals, Government Publications, Microforms

Access to printed books, newspapers and periodicals is governed by the general rules of admission to the National Library of Ireland. This material - subject to Library restrictions in relation to cataloguing and collection preservation - can be consulted in the main Reading or, if relevant, in the Microform Reading Room.

Information Available:

The *Rules for Readers in the National Library of Ireland* are available on request from the Library.

Information on catalogued material can be found in the relevant National Library of Ireland catalogue.

A short guide to the Library's main catalogues can be found in the leaflet *Using the National Library*. The General Information leaflet series should also be consulted.

Further information can be obtained from *Reader Services Department, National Library of Ireland, Kildare Street, Dublin 2*.

8.2.2 Prints and Drawings, Photographs, Ephemera

Access to the Library's Prints and Drawings, Photographs and Ephemera collections is subject to appointment with the Librarian charged with responsibility for the collections.

Information Available:

Information on a particular collection can be found in the relevant National Library of Ireland catalogue.

A short guide to the Library's main catalogues can be found in the leaflet *Using the National Library*. The General Information leaflet series should also be consulted.

Further information can be obtained from *Reader Services Department, National Library of Ireland, Kildare Street, Dublin 2.*

8.2.3 Manuscripts, Manuscript Maps

Access to the Library's Manuscript and Manuscript Map collections is subject to the *Conditions for the use of the Manuscripts Reading Room*, in addition to the general rules of admission to the National Library of Ireland.

Information Available:

The leaflet setting out the *Conditions for the use of the Manuscripts Reading Room* is available on request from the National Library.

Information on catalogued collections can be found in the relevant National Library of Ireland catalogue.

A short guide to the Library's main catalogues can be found in the leaflet *Using the National Library*. The General Information leaflet series should also be consulted.

Further information can be obtained from *Reader Services Department, National Library of Ireland, Kildare Street, Dublin 2.*

8.2.4 Records available

Subject to variation, the files relevant to the various collection areas include:

- archives
- correspondence
 - general
 - accessions/acquisitions
 - research queries
- collection registers
- papers relating to the administration of the *Documents and Pictures (Regulation of Export) Act, 1945* (Department of Manuscripts only)

8.3 Reader Services

The National Library of Ireland aims to provide a service for the people of Ireland, as well as visiting scholars and researchers.

8.2.1 Information available

General rules of admission to the Library, and rules for admission to the Manuscripts Reading Room - which are available on request from the National Library of Ireland - are set out in Part 9 of this document - Section 16 Reference Book. Access to certain collections such as photographs and prints and drawings is by appointment only.

To facilitate greater access to our collections, the Library produces information leaflets. Work is in progress on a series of leaflets outlining particular collections and the finding aids used to gain access to relevant material.

- Leaflets currently available are as follows:
 - Opening hours
 - *Using the National Library*
 - *Local Studies Sources in the National Library of Ireland*
 - *Publications*
 - General Information series:
 - 1. *Using the Reading Room*
 - 2. *Finding a Book or Periodical*
 - 3. *How to obtain a Book or Periodical*
 - Family History series:
 - 1. *Beginning the Search*
 - 2. *Parish Registers in the National Library of Ireland*
 - 3. *Valuation Records*
 - Reader Services series:
 - Reprographic Services - Price List*
 - Comments and Suggestions*
 - **ISSN Application form**
 - **Legal Deposit** (Information on the legal deposit provisions of the Copyright Act, 1963 - See Part 9 of this Reference Book)

Leaflets can be obtained at the various information points in the Library or, in writing, from *Reader Services Department, National Library of Ireland, Kildare Street, Dublin 2*.

The opening hours of the National Library are as follows:

• Main Reading Room & Microform Reading Room	Monday-Wednesday	10.00 am - 9.00 pm
	Thursday-Friday	10.00 am - 5.00 pm
	Saturday	10.00 am - 1.00 pm
• Manuscripts Reading Room	Monday-Wednesday	10.00 am - 12.30 pm 2.00 pm - 8.30 pm
	Thursday-Friday	10.00 am - 12.30 pm 2.00 pm - 4.30 pm
	Saturday	10.00 am - 12.30 pm
• Reader's Ticket Office	Monday-Wednesday	10.00 am - 12.30 pm 2.00 pm - 5.00 pm 6.00 pm - 8.30 pm
	Thursday-Friday	10.00 am - 12.30 pm 2.00 pm - 4.30 pm
	Saturday	10.00 am - 12.30 pm

8.2.2 Classes of record available

Files of the Reader Services section of the Library include:

- applications for reader's tickets and manuscripts reader's tickets, and associated documentation
- reader surveys
- reader suggestions and complaints
- correspondence

8.2.3 Education Services

The Library is committed to the provision of an exhibitions and education service. Presentations to schools and adult groups - arranged by appointment (but at present subject to restrictions imposed by our on-going buildings programme) - on aspects of the national collections are a key aspect of our education service.

A number of the Library's exhibitions have been adapted as travelling exhibitions and are displayed at several venues around the country each year.

The National Library of Ireland exhibitions currently available in travelling format are:

- *The Irish Face*
- *Ex-Camera, 1860-1960*
- *Treasures from the National Library of Ireland*
- *Family Album*
- *Yeats and his Circle*

The Library's publishing programme is another key means of bringing our collections to a wider audience. Publications available at present are as follows:

Books and booklets:

- *The Irish Famine - A Documentary History* by Dr. Noel Kissane
- *The Brocas Collection: Selective Catalogue* by Patricia Butler
- *Treasures from the National Library of Ireland*
- *Ex Camera, 1860-1960*
- *Parnell - A Documentary History*
- *WB Yeats and his circle*
- *The Irish Face*
- *The National Library of Ireland*
- *Cinema Ireland*
- *The James Joyce/Paul Léon Papers*
- *Newsplan: Guidelines for the Microfilming of Newspapers*

CD-ROM Publications:

- *Cinema Ireland - A Database of Irish Films and Filmmakers, 1896-1986*
- *Fellowship of Freedom: The United Irishmen and the 1798 Rebellion*

Folders of Historical Documents:

- *The Land War, 1879-1903*
- *The Landed Gentry*
- *Daniel O'Connell*
- *Padraic Mac Piarais*
- *Ireland 1860-1880 from Stereo Photographs*
- *Athbeocan na Gaeilge*
- *Grattan's Parliament*
- *James Joyce*
- *The Past from the Press*
- *Ireland from Maps*
- *Historic Dublin Maps*

Subject to availability, National Library of Ireland publications can be purchased in the Library itself, or through the Government Publications Sales Office (Sun Alliance House, Molesworth Street, Dublin 2). They can also be ordered through bookshops.

Staff Training and Development

The Library's Education Officer is also responsible for staff training and development.

8.4 Genealogical Office

The principal responsibility of the Genealogical Office is the designing and granting of coats of arms to individuals and corporate bodies. There is also a Heraldic Museum which contains a variety of heraldic exhibits.

The Office is a focus for persons of Irish descent worldwide who wish to trace their Irish ancestry. As a result, over the years the Office has acted as a conduit for research, assisting those who wish to carry out their own family history research as well as those who wish to commission research.

8.4.1 Information available

Information on the heraldic and genealogical functions of the Office can be obtained from the *Genealogical Office, 2 Kildare Street, Dublin 2. Tel. 6030 200. Fax 6621 062.*

Information on the activities of the Office can be found in the annual *Trustees Reports* of the Library. Subject to availability, the *Trustees Reports* can be obtained, on request, in the National Library of Ireland and, by post, from *Reader Services Department, National Library of Ireland, Kildare Street, Dublin 2.*

8.4.2 Classes of records available

The files held by the Genealogical Office are:

- archives
- official registers
 - Grants of Arms
 - Confirmations of Arms
 - Pedigrees
- correspondence
 - general
 - research queries (heraldic and genealogical)
- office and financial administration

9. SECTION 16 REFERENCE BOOK: RULES AND PRACTICES OF THE NATIONAL LIBRARY OF IRELAND

Under Section 16 of the *Freedom of Information Act, 1997*, all public bodies are required to publish and make available to the public:

- "(a) *the rules, procedures, practices, guidelines and interpretations used by the body, and an index of any precedents kept by the body, for the purposes of decisions, determinations or recommendations under or for the purposes of any enactment or scheme administered by the body with respect to rights, privileges, obligations, penalties or other sanctions to which members of the public are or may be entitled or subject under the enactment of the scheme, and*
- (b) *appropriate information in relation to the manner or intended manner of administration of any such enactment or scheme.*"

This part of the Section 15 & Section 16 Reference Book details the rules, practices, etc. of the National Library of Ireland in relation to enactments or schemes to which Section 16 applies. They are as follows:

- 9.1 Admission to the Library
 - Rules for readers in the National Library of Ireland
 - Regulations for the use of the Manuscripts Reading Room
- 9.2 Legal Deposit provisions of the *Copyright Act, 1963*
- 9.3 Licence provisions of the *Documents and Pictures (Regulation of Export) Act, 1945*

9.1 Admission to the Library

The Library's collections are, for the most part, available for consultation in one of the three Library Reading Rooms (the main Reading Room, the Microform Reading Room and the Manuscripts Reading Room). Admission to each of the Library's Reading Rooms is subject to the *Rules for readers in the National Library of Ireland* (see paragraph 9.1.2 below). Admission to the Manuscripts Reading Room is further subject to the *Regulations for the use of the Manuscripts Reading Room* (see paragraph 9.1.3 below).

These rules and regulations are under review at present.

9.1.2 Rules for readers in the National Library of Ireland

1. All persons using the Reading Rooms must hold a valid Reader's Ticket. A Reader's Ticket for the National Library of Ireland will remain at all times the property of the Council of Trustees of the National Library of Ireland, and may be withdrawn at any time for failure to comply with any of the rules of the Library.
2. All persons using the Reading Rooms must comply with the instructions of Library staff.
3. Any person improperly taking a book, pamphlet, periodical, newspaper, print, photograph, manuscript, microfilm, microfiche or other Library property out of the Reading Rooms, or wilfully injuring or marking any book, pamphlet, periodical, newspaper, print, photograph, manuscript, microfilm, microfiche or other Library property, will be at once expelled from the Library, and dealt with according to the law.
4. All overcoats, raincoats, anoraks, bags, briefcases and handbags must be deposited in the Cloakroom in the Main Hall. Books, files, folders, paper and writing materials may be brought into the Reading Rooms.
5. Smoking is absolutely forbidden in any part of the Library premises.
6. Food and drink must not be consumed anywhere on the Library premises.
7. Persons must not cause any disturbance that is likely to distract or inconvenience readers and/or Library staff.
8. Silence must be observed in the Reading Rooms at all times.
9. In cases of any dispute concerning the implementation of any of the above rules, the final decision rests with the Director and Council of Trustees of the National Library of Ireland.

9.1.3 Regulations for the use of the Manuscripts Reading Room

1. National Library of Ireland general regulations in regard to behaviour, smoking, etc. also apply in Manuscripts Reading Room and building.
 2. Readers must sign signature book in Reading Room each day.
 3. Bags and overcoats must not be brought into the Reading Room. Items that do not fit in a locker may not be brought into the Reading Room. As the National Library takes no responsibility for items left in lockers, readers are recommended to bring only notepaper to Reading Room. Staff may restrict the number of books, etc. a reader may bring to a table.
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4. Manuscripts are issued at the discretion of the staff and the possession of a Reader's Ticket for manuscripts does not allow a reader access to all the collections.
5. Manuscript must be handled with great care and the instructions of the staff in this regard must be followed. Readers must not place their hands or any object on the open page and may be asked to place a manuscript on a book-rest. Readers may also be asked to read certain manuscripts at a specific table.
6. A manuscript will be issued only if a reader is at his table to receive it. Readers must not leave volumes or folders open if they leave the room and, if required, must return certain manuscripts to staff on each occasion.
7. Only pencils may be used in the Reading Room.
8. Only one box of loose papers will be issued at a time. Only one folder may be opened at a time. In the case of certain collections only one folder or less will be issued. Collections of papers must be kept in the order they are received.
9. Tracing or the use of cameras or copying devices is not permitted. Tape recorders and typewriters may only be used with permission and if other readers are not inconvenienced.
10. Permission to publish must be sought from the Council of Trustees and also, if applicable, from the copyright owner. Applications for photocopies can only be accepted if there is no risk to the original and no copyright or donor restrictions. For conservation reasons orders for xerox copies are not acceptable.

9.2 Legal Deposit provisions of the Copyright Act, 1963

Legal deposit of publications produced by Irish publishers is covered by Section 56 of the *Copyright Act, 1963*, Section 7 of the *University of Limerick Act, 1989*, and Section 6 of the *Dublin City University Act, 1989*.

In accordance with the terms of the 1963 Act, publishers in the State are required, at their own expense, to send copies of their publications to each of eight Irish libraries - including the National Library of Ireland - and five British libraries.

Responsibility for the administration of legal deposit in the National Library of Ireland is arranged as follows:

- BOOKS: *Acquisitions Department (Legal Deposit), National Library of Ireland, Kildare Street, Dublin 2. Tel. 6030 200. Fax 6766 690.*
- PERIODICALS: *Periodicals Department (Legal Deposit), National Library of Ireland, Kildare Street, Dublin 2. Tel. 6030 200. Fax 6766 690.*

9.3 Licence provisions of the *Documents and Pictures (Regulation of Export) Act, 1945*

The Library issues export licences under the terms of the 1945 Act, the text of which is as follows:

1. In this Act

the word "document" includes any writing, drawing, map, chart, plan, photograph or film;

the expression "export licence" means a licence granted under section 4 of this Act;

the expression "the Minister" means the Minister for Arts, Heritage, Gaeltacht and the Islands.

2. (1) Each of the following is article to which this Act applies-

(a) any document (other than a document wholly in print) which is over one hundred years old,

(b) any painting,

(c) any document declared by an order made by the Minister under subsection (2) of this section to be an article to which this Act applies.

(2) The Minister may from time to time by order declare any document, which is in her opinion of national, historical, genealogical or literary interest, to be an article to which this Act applies and may revoke any such order.

(3) The Minister may from time to time by order declare that any particular document or painting or any document or painting belonging to a particular class shall be excluded from the operation of this Act and a document or painting so declared to be excluded shall, so long as the order is in force, cease to be an article to which this Act applies, and the Minister may revoke any such order.

3. It shall not be lawful for any person to export any article to which this Act applies unless such person is the holder of an export licence authorising the export of the article and the licence is delivered at the time of export to the proper officer of the customs and excise.

4. (1) Subject to subsection (2) of this section, the Minister shall, on the application of a person to export an article to which this Act applies, grant to that person a licence to export the article.

4. (2) Where an application is made to the Minister for an export licence to export an article to which this Act applies, the Minister may request the applicant to afford the Minister such facilities as she may think necessary for the making within a reasonable time of photographic copies of the article, and in that case she shall not grant the export licence unless the request has been complied with.

5. Where the applicant for an export licence in respect of an article to which this Act applies affords facilities for the making of photographic copies of the article, the Minister may cause photographic copies of the article to be made and may cause any photographic copies so made to be published or used in any manner she thinks proper.

6. The expenses incurred by the Minister in the administration of this Act shall, to such extent as may be sanctioned by the Minister for Finance, be paid out of moneys provided by the Oireachtas.