

**Seirbhís Chartlainne
Comhaontú Taisce**



**Comhairle Chontae na Gaillimhe
Galway County Council**

**Archives Service
Deposit Agreement**

Tá an fhoirm seo le fáil i gcló mór chomh maith

This form is also available in large print

Tá leagan Gaeilge den fhoirm seo ar fáil ach í a iarraidh

Tá míle fáilte an fhoirm seo a líonadh i nGaeilge

This agreement made on the ___/___/20___
between Galway County Council and _____

Hereinafter called the Owner of the One Part and the County Council of the County of Galway having its Registered Office at Áras an Chontae, Prospect Hill, Galway hereinafter called The Council of the Other Part whereas:-

1. The Owner is entitled absolutely to all of the items listed in the Schedule hereto.
2. In so far as same still persist, the Owner is entitled to and the owner of all copyrights existing in all of the documents contained in the said Schedule whether same were original works by the Owner or not.
3. The Owner is desirous that all of the items contained in the said Schedules would be properly kept and maintained for ever and has requested the Council to accept them.
4. The Council has indicated to the Owner its willingness to accept an assignment of all of the documents in the said Schedule and to keep and maintain same to the best of its ability.

Now this Agreement herewith in pursuance of said Agreement and in consideration of same the Owner hereby transfers to the Council full ownership in all of the items set forth in the Schedules hereto together with all rights of copyright which exist or may exist in all or any of these documents to the intent that the Council shall become the absolute owner of the said items and absolutely entitled to the copyright of any existing in all such documents.

1. It is hereby further agreed between the parties that should the Council at any time decide that any of the documents, having considered same carefully on examination are of no archival interest to the Council that it may dispose of them at its discretion without any further communication with the owner.
2. It is hereby agreed between the parties that the deposit herein is subject to the deposit agreement conditions all of which are attached hereto.

In Witness hereof the Owner has signed his/her name and the Council have caused its Common Seal to be affixed the day and year first herein written.

Signed: (Depositor)

Signed: For and on behalf of Galway County Council

Witnessed :

Deposit Agreement – Schedule

Schedule of private papers and material
deposited with Galway County Council Archives by:
(Please Print Name)

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Deposit Agreement Conditions

1. Donation

- 1.1. Donors must ensure that they have the right to give or deposit documents.
- 1.2. Ownership of documents given to Galway County Council Archives passes from the Donor to the Archives.
- 1.3. Where appropriate the Donor will arrange for the assignment of copyright to the Archives.

2. Deposit

- 2.1 Depositors must ensure that they have the right to give or deposit documents.
- 2.2 Ownership of documents deposited on indefinite loan remains with the depositor.
- 2.3 The Depositor will notify the Archives of any change of name or address or change of ownership of the collection. The Archives will not be liable for the consequences of any failure to do so.
- 2.4 The Depositor is required to provide notice of twelve months before withdrawing the collection, in whole or part, to enable the Archives to microfilm the collection.
- 2.5 A Depositor wishing to withdraw a collection may be expected to make some contribution towards the costs incurred by Galway County Council Archives Service for preservation, repair and processing work carried out by the Archives Service.
- 2.6 The Depositor should be aware that the Finding Aids produced by the Archives Service in relation to the collection are the property of the Service and the Archives Service holds copyright.
- 2.7 The Depositor may withdraw items of particular interest or of a private nature when a list of documents is received or the depositor may place a period of closure on documents of a personal nature.
- 2.8 Copyright of the collection must be determined, and will be transferred to the Galway County Council, for the duration of the Loan. Should the Deposit request the return of the collection copyright may be assigned back to the Department of Education or National Archives, or whichever organization required by the owner

3. Preservation and Conservation

- 3.1 The Archives will keep each collection under the same conditions of security as the official records of the Archives.
- 3.2 The Archives will ensure the collection is stored under the same environmental conditions as the official records of the Archives which endeavour to comply with BS 5454 and Standards for the Development of Archives in Ireland.
- 3.3 Documents requiring repair or binding will be treated in accordance with the Conservation List drawn up by the Archivist subject to the available of resources.
- 3.4 The Archivist will list or arrange each collection and a copy of the list will be supplied to the Donor or Depositor. Copies will also be made available to individuals and institutions who may be interested in the collection. As many collections, both public and private, constitute the holdings of the Archives it may be some time before an inventory of large collections can be prepared.
- 3.5 The Archives Service reserves the right to make copies of deposited documents, and to produce these for readers in order to protect the originals. The copies will be made only if the method of copying does not offer any change to the preservation of the document and the Donor or Depositor is in agreement. These copies will be the property of the Archives Service

4. Access

4.1 Documents are produced for study only in a Reading Area as designated by Galway County Council Archives.

4.2 Access is permitted to readers who have read the Rules and Guidelines for handling records, and have filled out an Archives Request Form, which includes an undertaking to comply with these rules.

4.3 No access to collections can be provided until the collections have been listed. The Donor or Depositor, or a person nominated by them, may have access to their own collection prior to listing.

4.4 In the interest of security and access the Archivist will mark in pencil the documents with a collection and item code.

4.5 Once a list has been prepared but subject to any privacy or conservation restrictions, the collection will be accessible to users. Publication of the records can only occur with the agreement of the copyright owner.

4.6 The Donor or Depositor may, in consultation with the Archivist, prohibit access to certain records for a period of time.

5. Reproduction and Display

5.1 The Archives will have discretion to supply copies of records to users, unless prohibited by the Donor or Depositor, for private study only, and in conformity with current copyright law.

5.2 The Archivist will have discretion to authorise temporary removal of records from the Archives for up to one year for exhibition, conservation work or other valid reasons.

5.3 The Archives may release records or copies of them to other appropriate institutions but only when assured that they will be properly and securely cared for and /or that appropriate insurance or indemnity has been arranged against loss or damage.

Seol an fhoirm ar ais chuig: Cartlann Chomhairle Chontae na Gaillimhe, Leabharlanna Chontae na Gaillimhe, Teach an Oileáin, Cearnóg na hArdeaglaise, Gaillimh	Return to: Galway County Council Archives Galway County Libraries Island House Cathedral Square Galway	Tel. (091) 562471 Fax (091) 565039 archivist@galwaycoco.ie www.gaillimh.ie www.galway.ie
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