

**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*

Name of depositor	
Name of organisation or body	
Address of donor / depositor	

Deposit with Galway County Council Archives Service the material described in the attached scheduled. Under the conditions stated as attached. The following specific conditions shall also apply:

1. Individual records, within the collection, will be subject to a closure period of _____ years from date of the last substantive entry in each.
2. The depositor hereby transfers to the Council all rights of copyright which exist or may exist in all or any of these documents.
3. 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 will return such documents to the Owner.

Period of deposit – Indefinitely	
Signed: For and on behalf of Galway County Council	
Date	
Signed For and on behalf of the donor/depositor	
Date	

Deposit Agreement – Schedule

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

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