

Westmeath County Library Service

Deposit Agreement for historical material (Local Studies & Archives)

This form contains 3 parts:

Part 1: Deposit Agreement relating to material donated to Local Studies

Part 2: Deposit agreement relating to the permanent donation of Archival material

Part 3: Deposit agreement relating to the loan of archival material (minimum term 5 years).

Please complete the relevant section and return to:

Westmeath County Library and Archives Service,

Library HQ,

County Buildings,

Mount Street,

Mullingar.

Contact the archives service by telephoning 044 9332162 or emailing library@westmeathcoco.ie or writing to the address above.

Deposit Agreement between Westmeath County Library & Archives Service and Mr/Ms/other _____

1. PART ONE:

DONATION OF MATERIAL TO THE LOCAL STUDIES COLLECTION

Description of donation:

Terms of donation:

1. By this agreement, Mr/Ms/other _____ donates the above-described material to Westmeath County Library, which becomes the owner of it.
2. The material will be made available to researchers and all requests for access, and the right to quote from it, will be dealt with by the Library.
3. Westmeath County Library adheres to current copyright legislation for the purposes of the use of the material and publication of parts of it.
4. Items from the collection may go on public exhibition.
5. Details of the material may be made available on the website of Westmeath County Library and Archives Services.
6. It is assumed that the signatory of this agreement is the owner of the collection or has the right to act on behalf of the owner.

Signature of donor: _____

Address: _____

Staff signature: _____

Date: _____

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1. PART TWO:

DONATION OF MATERIAL TO THE ARCHIVES

Description of donation:

Terms of donation:

1. By this agreement, Mr/Ms/other _____ donates the above described material to Westmeath County Library, which becomes the owner of it.
2. The collection will be known as 'the _____ Papers/Collection'.
3. The material will be arranged, listed and packed in archival quality folders and boxes and any necessary steps will be taken to ensure its preservation and/or conservation.
4. Mr/Ms/other _____ will receive a copy of the descriptive list and will have access to the collection on request.
5. The collection will be made available to researchers in accordance with archival practice and all requests for access, and the right to quote from it, will be dealt with by Westmeath County Library and Archives Services.
6. Westmeath County Library adheres to current copyright legislation for the purposes of the use of the material and publication of parts of it.
7. Items from the collection may go on public exhibition.
8. Details of the material may be made available on the website of Westmeath County Library and Archives Services.
9. It is assumed that the signatory of this agreement is the owner of the collection or has the right to act on behalf of the owner.

Signature of donor:

Address:

Staff signature:

Date:

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1. PART THREE:

LOAN OF MATERIAL TO THE ARCHIVES

Description of material loaned:

Terms of loan:

1. By this agreement, Mr/Ms/other _____ loans his/her/its collection to Westmeath County Archives Service for a minimum period of five years.
Specify exact time period: _____ years or Permanent loan
2. The collection will be known as 'the _____ Papers/Collection'.
3. The material will be arranged, listed and packed in archival quality folders and boxes and any necessary steps will be taken to ensure its preservation and/or conservation.
4. Mr/Ms/other _____ will receive a copy of the descriptive list and will have access to the collection on request.
5. The collection will be made available to researchers in accordance with archival practice and all requests for access, and the right to quote from it, will be dealt with by Westmeath County Library and Archives Services.
6. Westmeath County Library adheres to current copyright legislation for the purposes of the use of the material and publication of parts of it.
7. Items from the collection may go on public exhibition.
8. Details of the material may be made available on the website of Westmeath County Library & Archives Services.

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PART THREE :

Terms of loan (contined):

9. Following the expiry of the initial loan period, it may be extended.
10. If the lender wishes to remove the collection prior to the expiry of the time period, six months' notice must be given.
11. When the collection is removed by the lender either before, or on the expiry of the specified time period, Westmeath County Archives Service reserves the right to make a copy of the collection in the manner deemed appropriate (e.g. microfilm or digitisation). This clause arises from the expertise, time and specialist supplies invested in processing the collection.
12. If the collection is removed by the lender within the first three years of the deposit, Westmeath County Archives Service reserves the right to recoup the cost of any specialist conservation work done on items.
13. It is assumed that the signatory of this agreement is the owner of the collection or has the right to act on behalf of the owner.

Signature of lender:

Address:

Staff signature:

Date:
