



Westmeath County Library Service Policy on donations

July 2021

Introduction

Westmeath Libraries welcomes the donation of material to the library service. However, we have to be selective in what we accept.

Westmeath Libraries reserves the right to accept or reject any donation. Donations must be deposited outright and unconditionally with ownership transferring immediately.

Donations can be given to Westmeath Libraries at any of our libraries during normal opening hours.

We regret that in general we cannot collect donated material.

If you are donating stock, please give us your name and address and tell us if you would like an acknowledgement. A deposit agreement must be completed for the donation of Westmeath material.

Donation of Books:

Standards:

Westmeath County Library Service welcomes donations which meet the following standards:

1. In good to excellent condition. For instance, books must have original covers; no missing pages; no underlining; and must not be musty, dirty, dog eared or yellowing.
2. Have been published in the last 3 years.
3. Exceptions to 1 and 2 above will be made for some Irish published material and all material relating to Westmeath or by Westmeath authors.

You can donate:

Adult Books and Children's Books that meet the standards set above.

Foreign Language material.

You cannot donate:

Old and out of date books

Collections of magazines (unless related to Westmeath)

Cassettes

Record Albums

Local Studies material

Westmeath Libraries welcomes the donation of material which contributes to the cultural heritage of Westmeath. This includes all Westmeath material including books, maps, journals, photographs and videos.

A deposit agreement must be completed for the donation of any Local Studies material.

Photographs: photographs should be listed and include location/ date/ names where possible and details of the photographer. Westmeath Libraries requests that copyright of the photographs be assigned to Westmeath Libraries on the understanding that they will be made available to the public and may be used in the following manner:

- Public performance, lecture or talks.
- Use in publications.
- Public reference purposes including libraries, museums and archives.
- Use on television.
- Use in schools, universities, colleges and other educational establishments, including use in a thesis, dissertation or similar research.
- Use on the internet including the any current / future Westmeath Library website, applications (apps) and social media pages.

A deposit agreement with copyright assignation must be completed for any photographs donated.

Archives

Westmeath Libraries is aware of the importance of archival material in telling the story of a person, place or community.

Archival material may include, but is not limited to; correspondence, diaries, maps, ledgers, drawings.

Any donation of archival material is made on the assumption that the donor is the owner of the collection and has the right to donate the collection to Westmeath Libraries and to assign Westmeath Libraries the rights to make the material available to the public.

A deposit agreement must be completed for any archives donated.

Oral History interviews

Westmeath Libraries is committed to supporting local communities in preserving their memories. As technology evolves, the way that the recorded recollections of individuals are accessed will also evolve.

Westmeath Libraries seeks to have copyright and consent to use assigned to Westmeath Libraries. This will allow interviews to become part of oral histories collection held by Westmeath Libraries. The collection will be preserved as a permanent public reference resource in the format of a sound / video recording.

In looking towards the future, all interviews **conducted / commissioned** by Westmeath Libraries will seek to have copyright assigned to Westmeath Libraries so that use can be made in the following ways:

Public performance, lecture or talks.

- Use in publications, including print, audio or video.
- Public reference purposes including libraries, museums and archives.
- Use on radio or television.
- Use in schools, universities, colleges and other educational establishments, including use in a thesis, dissertation or similar research.
- Use on the internet including the any current / future Westmeath Library website, applications (apps) and social media pages.

Individuals will be requested to complete the Deposit of Oral History form.

Oral History collected by Community Groups / Individuals

Westmeath Libraries recognises that Community Groups are actively seeking to preserve memories within their community. Westmeath Libraries will accept deposit of recorded interviews subject to confirmation that the Group made all interviewees aware of the intention to make the material to the public and that the group has the right to assign copyright to Westmeath Libraries for use in the following ways:

Public performance, lecture or talks.

- Use in publications, including print, audio or video.
- Public reference purposes including libraries, museums and archives.
- Use on radio or television.
- Use in schools, universities, colleges and other educational establishments, including use in a thesis, dissertation or similar research.
- Use on the internet including the any current / future Westmeath Library website, applications (apps) and social media pages.

We recommend that where legacy collections are being deposited, that collectors should contact the original interviewee for consent using the Westmeath Libraries Deposit of Oral History form. If the original interviewee is deceased, consent should be obtained from direct family members.

Westmeath Libraries will hold the information relating to these deposits in compliance with GDPR and the Westmeath Libraries Privacy Statement.