

Louth County Archives Service
Our Louth Diary Project Donation Form

All personal information on this form will be kept privately and securely as a record of provenance and for communication purposes. Personal information will not be passed on. Please write clearly.

First Name:Surname:.....

Email address (we will use this to acknowledge receipt and if we need to contact you about the material):

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Phone Number: Eircode/Postcode:

Address:

Digital Material: Upload your document, photograph or recording including the Information Card (5 MB file limit) on <https://www.louthcoco.ie/en/services/archives/our-louth-diary-project/>

For files exceeding the 5 MB limit or if you cannot upload material, please contact the Co Archives on 042-9324358 or email archive@louthcoco.ie to advise of same.

Physical diaries/other material: place in an envelope along-with this completed form and an enclosed letter explaining what it is and who it is from, marked for the attention of Louth Co Archives and deposit the envelope at the Customer Services Desk of one of the following – please tick: Louth Co Hall Dundalk Town Hall Drogheda C. Offices..... Ardee C. Office..... Date of deposit:

Information about your donation, eg why you created it:

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Date your photograph/recording/document was created:

Description: briefly list in order all the main topics discussed and mark any of these with an asterisk that contain identifying information on people and therefore should be closed (continue over):

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Louth County Archives Service

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If your diary or material contains no identifying information on any individual, please tick here:

Publication Agreement: Are you happy for Louth County Archives to make any part of your donation publicly available (any identifying information will be redacted) via our website, social media platforms or other forms of publication or exhibition: Yes No

Agreement: I hereby agree to donate the attached material to Louth County Archives Service in accordance with the terms of Louth County Archives Service Donation Agreement (see attached).

Signed: Print Name: Date.....

If you have other collections that you would be willing to donate, please contact the County Archivist at 042-9324358. Louth County Archives wishes to thank all those who have donated collections since its establishment which now form a valuable collection for the present and future generations of County Louth. Your generosity makes available unique and valuable research sources for the study of Louth's heritage.

Louth County Archives Service, Old Gaol, Ardee Road, Dundalk, Co Louth, A91 PY17

Tel: +353 (0)42-9324358 – service is by appointment only; office hours varies

Email: archive@louthcoco.ie Web: www.louthcoco.ie Web: www.louthnewryarchives.ie

Facebook: <https://www.facebook.com/LouthCountyArchives> Twitter: @louthcoco

Louth County Archives Service

Terms & 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 Louth County Archives Service passes from the donor to the Archives Service.
- 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 to deposit documents.
- 2.2 Ownership of documents deposited on indefinite loan remains with the depositor.
- 2.3 The depositor will notify the Archives Service of any change of name or address, or change of ownership of the collection. The Archives Service will not be liable for the consequences of any failure to do so.
- 2.4 The depositor is required to provide notice of eight months before withdrawing the collection, in whole or part, to enable the Archives to microfilm the collection.
- 2.5 Louth County Archives retains the right to seek compensation for work done on the collection including preservation, repair, and processing work if a depositor wishes to withdraw a collection.
- 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 Archives 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; it may be transferred to the Archives Service, if the depositor wishes.

3 PRESERVATION AND CONSERVATION

- 3.1 The Archives Service will keep each collection under the same conditions of security as the official records of the Archives Service.
- 3.2 The Archives Service will preserve the collection under the same environmental conditions as the official records of the Archives Service, which endeavour to comply with BS 5454 and Standards for the Development of Archives Services in Ireland.
- 3.3 Documents requiring repair or binding will be treated in accordance with the Conservation List drawn up by the Archivist as per funds and resources available.
- 3.4 The Archivist will list or arrange each collection and a copy will be supplied to the donor or depositor. Copies will also be made available to individuals and institutions that may be interested in the collection. As many collections, both public and private, form the holdings of the Archive Service it may be some time before an inventory of large collections can be prepared.
- 3.5 If any documents are considered, on examination, to be of no archival interest to the Archives, they will either be returned to the owner, transferred, with the owner's approval, to a more appropriate place of deposit or destroyed, after the owner's written consent has been obtained.

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3.6 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 danger to the preservation of the document and the donor or depositor is in agreement. These copies will be made to the property of the Archives Service.

4 ACCESS

- 4.1 Documents are produced for study only in the Reading Area of Louth County Archives Service, where readers are under supervision.
- 4.2 Access is permitted to readers who have read the Rules for Readers and have filled in an Application Form, which includes an undertaking to comply with these rules.
- 4.3 No access to collections is provided until the collections have been listed. The owner of collections may have access to their own collection prior to listing.
- 4.4 In the interests of security and access the documents will be marked, in pencil, by the Archivist with codes.
- 4.5 Once a list has been prepared the collection will be accessible to researchers. Publication of documents can only occur with the agreement of the copyright owner. (Copyright may be retained by the owner or transferred to the Archives Service).
- 4.6 Access to certain documents may be prohibited for a period of time by the depositor in consultation with the Archivist.

5 REPRODUCTION AND DISPLAY

- 5.1 The Archives Service will have discretion to supply copies of documents to users, unless prohibited by the owner, for private study only and in conformity with current copyright law.
- 5.2 The Archivist will have discretion to authorise temporary removal of documents from the Archives Service for up to one year for exhibition, conservation work or other valid reason.
- 5.3 The Archives Service may release documents 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.