



Cavan County Council's Library Service

Deposit Agreement For Local Studies & Archival Material

This deposit agreement consists of **3 Forms**:

- 1) Deposit Agreement relating to **donations to** Local Studies
- 2) Deposit Agreement relating to **donations to** the Archive Service
- 3) Deposit Agreement relating to **loans to** the Archive Service (minimum term of 5 years)

Please complete & sign the appropriate Form and return the agreement to:

Josephine Brady
Cavan County Librarian
Cavan County Council's Library Service
Johnston Central Library H.Q.
Farnham Centre
Farnham St
Cavan

Email: library@cavancoco.ie

Telephone: 049 4378505

Form 1: Donations to Local Studies

Deposit agreement between Cavan County Council’s Library Service and

_____ (Donator’s name in full)

Description of donation

Terms and Conditions of Donation:

1. Cavan County Council’s Library Service reserves the right to accept or reject a donation.
2. By this agreement, _____ (Donator’s name in full) donates the described item(s) to Cavan County Council’s Library Service.
3. Donations must be outright and unconditional. Cavan County Council’s Library Service becomes the owner of the described item(s).
4. Donations are accepted on the basis that access, location and disposal of donations will be determined by Cavan County Council’s Library Service.
5. The described item(s) will be made available to researchers as soon as processing has been completed and in accordance with the Local Studies Service’s normal access regulations. Details of the described item(s) may be made available in a number of formats including online via library websites.
6. Cavan County Council’s Library Service adheres to current copyright legislation for the purposes of the use of the described item(s) and publication of parts of it. Researchers must apply in writing to the County Librarian seeking permission to publish any content from the Local Studies Collection.
7. Donations are accepted on the basis that Cavan County Council’s Library Service has the right to digitise the described item(s).
8. Donations are accepted on the basis that Cavan County Council’s Library Service has the right to publish donated material on Library websites, and utilise content for exhibitions and educational purposes.
9. By signing this Form the donator is confirming that he/she is the sole legal owner of the described item(s).

Donators Signature: _____

Donators Address: _____

County Librarian’s Signature: _____ Date: ____/____/____

Form 2: Donations to the Archive Service

Deposit agreement between Cavan County Council’s Library Service and

_____ (Donator’s name in full)

Description of donation

Terms and Conditions of Donation:

1. Cavan County Council’s Library Service reserves the right to accept or reject a donation.
2. By this agreement, _____ (Donator’s name in full) donates the described item(s) to Cavan County Council’s Library Service.
3. Donations must be outright and unconditional. Cavan County Council’s Library Service becomes the owner of the described item(s).
4. Donations are accepted on the basis that access, location and disposal of donations will be determined by Cavan County Council’s Library Service.
5. The described item(s) will be arranged, listed and stored to full archival standards and appropriate preservations/conservation methods will be applied
6. The described item(s) will be made available to researchers as soon as processing has been completed and in accordance with the Archive Service’s normal access regulations. Details of the described item(s) may be made available in a number of formats including online via library websites.
7. Cavan County Council’s Library Service adheres to current copyright legislation for the purposes of the use of the described item(s) and publication of parts of it. Researchers must apply in writing to the County Librarian seeking permission to publish any content from the Local Studies Collection.
8. Donations are accepted on the basis that Cavan County Council’s Library Service has the right to digitise the described item(s).
9. Donations are accepted on the basis that Cavan County Council’s Library Service has the right to publish donated material on Library websites, and utilise content for exhibitions and educational purposes.
10. By signing this Form the donator is confirming that he/she is the sole legal owner of the described item(s).

Donator’s Signature: _____

Donator’s Address: _____

County Librarian’s Signature: _____ Date: ___/___/___

Form 3: Loans to the Archive Service (minimum term of 5 years)

Deposit agreement between Cavan County Council's Library Service and

_____ (lender's name in full)

Description of loaned items

Terms and Conditions of Loan:

1. By this agreement, _____ (lender's names in full) loans the described item(s) to Cavan County Council's Library Service.
 Please detail the exact loan period: From ____/____/____ To ____/____/____
2. Following the expiry of this loan period, it may be extended.
3. The described item(s) will be arranged, listed and stored to full archival standards and appropriate preservations/conservation methods will be applied
4. The described item(s) will be made available to researchers as soon as processing has been completed and in accordance with the Archive Service's normal access regulations. Details of the described item(s) may be made available in a number of formats including online via library websites.
5. Cavan County Council's Library Service adheres to current copyright legislation for the purposes of the use of the described item(s) and publication of parts of it. Researchers must apply in writing to the County Librarian seeking permission to publish any content from the Archival Collection.
6. Donations are accepted on the basis that Cavan County Council's Library Service has the right to digitise the described item(s).
7. Donations are accepted on the basis that Cavan County Council's Library Service has the right to publish donated material on Library websites, and utilise content for exhibitions and educational purposes.
8. A period of six months notice must be given to Cavan County Council's Library Service should the lender wish to remove the described item(s)
9. If the described item(s) are withdrawn, Cavan County Council's Library Service can retain as its own property a copy of the items in any form (e.g. digital copies, microfilm). The library will continue to allow access and make copies of the described item(s) for the use of researchers.
10. The lender agrees to Cavan County Council's Library Service having the right to the first offer to purchase the described item(s), subject to an independent valuation, if it is decided to sell them.
11. By signing this Form the donator is confirming that he/she is the sole legal owner of the described item(s).

Lender's Signature: _____

Lender's Address: _____

County Librarian's Signature: _____ Date: ____/____/____