



MILITARY ARCHIVES
AN CHARTLANN MHÍLEATA
Archive Deposit Agreement

Please use black ink and block capital letters or typescript

Deposit

Acc. No	Date	Ref
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Depositor

Name

Address

Post Code **Tel No**

Email Address **Fax No**

Details of Deposit

Title

Description (if listed, please attach)

Date(s)

Quantity and Condition

Provenance

Restriction and Copyright

Data Controller

Details of Deposit Agreement

As the Depositor/Donor I certify that the above information is correct and that I have read and understood the terms and conditions of deposit/donation on the reverse of this form. I hereby agree to:

Transfer ownership of the above item(s), and donate same with their copyright, to Military Archives who operate under the management of the Defence Forces and Department of Defence. The item(s) are offered as absolute and unfettered gifts to be used by the Military Archives as primary research sources.

Deposit the above item(s) on loan with Military Archives under the management of the Defence Forces and Department of Defence for a period of: _____ years. The terms of the loan will be reviewed on:

_____ **In the case of deposit the details of an accredited representative of the depositor must be added to Special Conditions. The representative should sign the form to indicate that they authorise Military Archives to hold their personal information and make contact if the agreement extends beyond the lifetime of the Depositor;**

Signature (Depositor/Donor)	Name (BLOCK CAPITALS) and Date
Signature (Representative)	
Signature (Recipient)	Name (BLOCK CAPITALS) and Date



*** Data Protection: This information will be kept by Military Archives and processed in accordance with the Data Protection Act 1988. It will be treated as confidential and used only for internal management of the archive collections.**

1 Terms of Deposit

- 1.1 The terms of deposit are intended to secure the safe preservation of the records and to protect the interests of the Donor or Depositor while permitting public access to records for research.
- 1.2 The Military Archives makes no charge for the deposit of privately owned records, or for the arrangement, cataloguing and minor repair of such records (subject to section 3.1 below), but reserves the right to return to the Donor or Depositor any items of no historical or research value. This may only become apparent once the records are thoroughly examined by the Archivist during processing.
- 1.3 The Donor or Depositor is furnished with a copy of signed Archive Deposit Agreement and with a catalogue of the records when that has been completed. A collection/reference code will also be supplied.
- 1.4 Where records are deposited on temporary loan, the Depositor is required to notify Military Archives of any change of address, and, if possible, to indicate to whom ownership of the documents should pass after his/her lifetime. The representative should be aware of his/her role, sign the form where indicated and provide contact details to be attached to this form (Special Conditions).
- 1.5 The Military Archives does not have a purchasing policy and all records gifted or loaned are done so without the exchange of money.
- 1.6 Where donated or [deposited] records are discovered to be the property of the Defence Forces or Department of Defence, such records will be reclaimed by Military Archives acting on behalf of both authorities, and repatriated with the original file series. Such records will therefore be exempt from the terms and conditions outlined in this document. In such an instance, the Donor or Depositor will be made aware of such an arrangement and the existing agreement will be amended as required.

2 Care of the Records

- 2.1 Records will be held in the Military Archives, Cathal Brugha Barracks, Rathmines, Dublin 6 or within military precincts.
- 2.2 Records will undergo such conservation and restoration as is deemed necessary by the Archivist and subject to availability of funds.
- 2.3 Records will be stored in environmentally monitored and secure accommodation.
- 2.4 For their security and identification, the records are numbered with a reference code which is applied in pencil. They may be copied for security and preservation purposes, and in appropriate cases the Archivist may only permit the study of surrogate copies to avoid damage to the original records. The records will be stored in acid free materials and preservation techniques, such as the removal of metal or treasury tags will be applied.

3 Removal of Records

- 3.1 The Depositor or records, his/her accredited representative or successor in title, may temporarily or permanently remove records that are on loan to the Military Archives on giving reasonable notice and, if required, proof of ownership. The Military Archives also reserves the right to make microfilm or other photographic copies of such records, and to retain the records for a reasonable period to permit this copying work to be carried out.
 - 3.2 If ownership of the records has been transferred to Military Archives, such records will not be given back to the Donor [and a copy of the records can be provided to them at the discretion of the Officer in Charge, Military Archives].

4 Access to the Records

- 4.1 All members of the public registered as a reader at the Military Archives will have automatic right of access to collections within the terms of their access to the Military Archives and in accordance with Archive Regulations and protective legislation
- 4.2 Records are catalogued and indexed to professional standards and copies of the catalogue may be lodged with any other appropriate body.
- 4.3 The Archivist reserves the right to refuse access to records which have not been catalogued or numbered, or which are in a fragile state, or in need of repair.
- 4.4 The Archives may impose appropriate closure periods under the terms of the Data Protection Act 1988, and/or at the request of the Donor/depositor. [Records discovered to be the property of the Defence Forces and Department of Defence will be further covered by the National Archives Act, 1986].

5 Reproduction and Copyright

- 5.1 For gifted/donated records, copyright is automatically transferred to the Military Archives.
- 5.2 Copying from any records in the Archives will be governed first of all by prevailing copyright legislation. Copying of records, by whatever means, will be restricted to extracts for the purpose of aiding research, personal study or for educational use. It may be necessary in certain circumstances for photographic copies to be made outside the Military Archives, and the Archivist reserves the right to authorise making of such copies.
- 5.3 Photographic copies in any format supplied by the Military Archives may not be further reproduced without the express permission of the OIC Military Archives.
- 5.4 All requests for copies must be furnished using the appropriate forms (digital photography and photocopying).

6 Publication

- 6.1 Whole or extensive extracts of records or photographs of records may not be published without the consent of the Depositor (if items are on loan). It is the responsibility of the author and publisher to seek permission of publication through the Archivist, and to ensure conformity with the terms of the Copyright and Related Rights Act 2000.
- 6.2 Where it is known that research intended for publication is based extensively on a collection of deposited records, the author will be requested by the Archivist to make sufficient acknowledgement to the donor/depositor.
- 6.3 The Military Archives may, without further consent from the donor/depositor, publish deposited records in its own education, information publications (e.g. annual reports, online exhibition, catalogues, promotional literature or teaching aids). Such publication shall not be held to limit or infringe the copyright of the donor/depositor. Acknowledgement to the Donor will be made in appropriate cases.

7 Lecture and Exhibitions

- 7.1 Original records may be displayed without further consent of the Donor in exhibitions held in premises controlled by the Military Archives, or in circumstances where the records remain in the custody of a member of the Military Archives. Deposited records (items on loan) will not, however, be loaned for exhibition to other bodies without the written consent of the Donor.

8 Special Conditions

- 8.1 Deposited records may be accepted for deposit on special conditions from the general conditions above at the discretion of the Archivist. Special conditions must be made in writing and attached to the Archives Deposit Agreement.

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