



## AGREEMENT FOR THE DONATION OF RECORDS/ARCHIVES

Agreement for the donation of records/archives between Fingal  
Local Studies & Archives, 46 North Street, Swords, Co. Dublin

and

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### Donor Contact Details

Name:

Address:

Telephone number:

E-mail:

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### Details of Items to be Donated

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#### Terms and conditions

1. The donor confirms that he/she is the legal owner of the records and undertakes to provide proof of ownership if requested by the Archivist.
2. The Archivist reserves the right to return to the donor any records deemed to be of no historical interest or, with the consent of the depositor, to transfer them to a more appropriate place of deposit.
3. Any change in the contact details of the donor of the records shall be notified to the Archivist.

4. The Archives will not reveal details of the donor to third parties without their consent.
5. The records will be stored securely and under conditions which conform as far as possible with the Standards for the Conservation and Care of Archive & Library Collections (IE EN 16893:2018 and BS 4971:2017)
6. The Archives will take all reasonable precautions to preserve the records from damage, loss or theft but shall not be liable for any loss sustained by the donor.
7. The Archives may at its discretion photograph, microfilm, scan or otherwise copy or reproduce the records. This shall include use in publications, exhibitions, videos, displays, social media and similar, both digitally and in print.
8. The Archives may carry out such work in regard to the long term preservation of the documents as the Archivist may deem desirable or necessary.
9. The records will be made available for consultation in a supervised reading room. The Archives will allow access to the records under its rules for research and permit the publication of copies or extracts from the records under its own copyright regulations.

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**Authorisation**

I/We (*Donor (s)*) \_\_\_\_\_  
hereby transfer custody of the **items mentioned above** and assign  
the copyright that I/We possess for this donated material to Fingal Local Studies &  
Archives.

Signature (*Donor (s)*) \_\_\_\_\_ Date \_\_\_\_\_

I (*County Archivist*) \_\_\_\_\_

accept the donation of this material on behalf of Fingal Local Studies & Archives

Signature \_\_\_\_\_ Date \_\_\_\_\_