

# Galway County Council Archives Service

## READER'S REGISTRATION FORM

PLEASE PRINT ALL DETAILS

**Surname:** \_\_\_\_\_ **First Name :** \_\_\_\_\_

**Address :**  
(permanent) \_\_\_\_\_

**Address :**  
(current if different to above) \_\_\_\_\_

**E-mail :** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_

**Research Project :** \_\_\_\_\_

**Name of Organisation / College :** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

*I confirm I have read the Access Policy, and Reading Rules & Guidelines, and hereby agree to abide by same. In particular I note, under Section 80 of the Local Government Act 2001 that*

- *It is an offence to conceal, damage or destroy archives held in accordance with Section 80 of Local Government Act, 2001*
- *Written permission must be sought from the Galway County Council prior to the publication of material from the Archives Service.*

*Furthermore, I note that*

- *Any such publications must acknowledge its sources; and that*
- *Galway County Council Archives Service reserves the right to refuse access to its collections.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ACCESS POLICY

- The access policy of Galway County Archives Service is to make its collections as accessible to *bona fide* users as possible, consistent with the preservation of material and the practical limitations on its resources.
- Archival material may not be borrowed by individuals. Access to the archives will be provided in conjunction the Local Studies section of Galway County Libraries, Island House, Cathedral Square, Galway.
- Galway County Archives Service reserves the right to refuse access to its collections.
- All users are asked to register with the Archives Service, and complete an archive request form.
- Written permission must be sought from the Galway County Council / Archivist prior to publication of material from the archives service. Any such publication must acknowledge its source.
- In some instances, due to the private or personally sensitive nature of the information in some records, users may be requested to sign a Disclosure Form undertaking not to seek a copy of, take note of, publish or cite in any way named individuals.
- It is a policy of the Archives Service that only processed collections, that is collections that have been appropriately cleaned, arranged and described, shall be accessible to users. However, given that several collections have been available to Library users in the past they shall remain accessible depending on their physical condition.
- Apart from the preservation and management requirements imposed on collections prior to being accessible other restrictions may also prevent access. These restrictions may be legal, arising from the provision of copyright law or from conditions laid down by donors; or practical, arising from the need to preserve and safeguard the materials or due to staffing limitations.