

OFFALY HISTORY ARCHIVES

Offaly History Archives wishes to thank all those who have left materials in trust with us for the people of Offaly. Your generosity makes available unique and valuable research materials for the study of Offaly's heritage.



ACQUISITION POLICY

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GENERAL

1. Offaly History Archives aims to collect, preserve and provide access to archival material relating to County Offaly.
2. Archival material is defined as unpublished and unique documents of enduring value and can be the natural residue of business administration or the personal papers of an individual. Archives may exist in the following formats: manuscripts (*e.g.* letters/parchments/maps/plans/drawings); bound volumes (*e.g.* diaries/scrapbooks/ledgers), audio-visual (*e.g.* photographs/film/sound recordings); and digital (*e.g.* computer files/electronic media).

ACQUISITION

1. Decisions on the acquisition of private archival material are taken in accordance with this acquisition policy, under which the archivist is selective in acquiring material. Offaly History Archives intends only to acquire archival material relevant to its jurisdiction, *i.e.* material of significance to the history of County Offaly. Where collections fall outside the scope of this jurisdiction, the potential donor may be directed to a more appropriate archive service/repository.

DONATION/DEPOSIT

1. Where private archives are acquired, the donor/depositor is required to sign an agreement that highlights the responsibilities of both parties and serves to protect their interests. In the case of collections that have been identified as existing in private hands, but which have not been transferred to the Archives, it may be part of negotiations with the

owner(s) to obtain a duplicate of key/relevant items in the collection through the means of digitisation.

2. It is the policy of Offaly History Archives not to acquire collections by purchase **unless** they constitute key documents that would have significant bearing on the history of the county and which might otherwise be lost to the county. Where documents are offered for sale that complement or add to a collection presently in the custody of the archive service, attempts will be made to purchase those items where resources permit.

HOW TO DONATE

1. If you are interested in donating material to the Archive, please contact:

The Archivist
Offaly History Centre,
Bury Quay,
Tullamore
Co. Offaly
Telephone: +353 57 932 1421
E-mail: info@offalyhistory.com

3. Please note that donations to the Archives will normally involve the full transfer of ownership, including copyright, where possible. We will accept material on a loan basis only in exceptional circumstances.
4. Unless otherwise specified by the donor, material deposited with the Archives will normally be made available for public access or research as soon as it has been catalogued.