Foirm Chlárúcháin Léitheora	Comhairle Chontae na Gaillimhe Galway County Council	Reader's Registration Form

Tá an fhoirm seo le fáil i gcló mór chomh maith	This form is also available in large print
Tá míle fáilte an fhoirm seo a líonadh i nGaeilge	

Ainm	Name	
Seoladh	Address	
Cód Poist	Postcode	
Guthán i rith an lae	Daytime Telephone no.	
R-phost	Email	
Tionscadal Taighde	Research Project	
Ainm na hEagraíochta/an Choláiste	Name of Organisation or College	
Ainm an Mhaoirseora	Name of Supervisor	
Teideal	Title	

- **Daingním go bhfuil an Polasaí Rochtana agus na Rialacha & na Treoirlínte Léitheoireachta léite agam agus aontaím leis seo cloí lena bhfuil ann sna doiciméid sin. Go háirithe, tuigim, de réir Alt 80 den Acht Rialtais Áitiúil 2001: Gur cion é ábhar cartlainne atá á shealbhú de réir Alt 80 den Acht Rialtais Áitiúil 2001 a cheilt, a dhamáistiú nó a scriosadh.**
- **Nach mór cead i scríbhinn a lorg ó Chomhairle Chontae na Gaillimhe sula ndéantar ábhar de chuid na Seirbhíse Cartlainne a fhoilsiú.**
- **Ina theannta sin, tuigim: Nach mór foinsí an ábhair a admháil in aon fhoilseacháin; agus Go bhforchoimeádann Seirbhís Chartlainne Chomhairle Chontae na Gaillimhe an ceart chun rochtana ar a bailiúcháin a dhiúltú.**

- 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.

Síniú	Signed	
Dáta	Date	

Polasaí Rochtana	Access Policy
· **Is é atá i mpolasaí rochtana Sheirbhís Chartlainne Chontae na Gaillimhe ná an oiread rochtana agus is féidir a bheith ag úsáideoirí bona fide ar a cuid bailiúchán i gcomhréir le riachtanais maidir le caomhnú ábhair agus i gcomhréir le srianta praiticiúla ar a cuid acmhainní.**	· 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.
· **Ní féidir le daoine aonair ábhar cartlainne a fháil ar iasacht. Déanfar rochtain ar an gcartlann a sholáthar i gcomhar le rannóg Staidéir Áitiúil Leabharlainne Chontae na Gaillimhe, Teach an Oileáin, Cearnóg na hArdeaglaise, Gaillimh.**	· Archival material may not be borrowed by individuals. Access to the archives will be provided in conjunction with the Local Studies section of Galway County Libraries, Island House, Cathedral Square, Galway.
· **Forchoimeádann Seirbhís Chartlainne Chontae na Gaillimhe an ceart chun rochtana ar a bailiúcháin a dhiúltú.**	· Galway County Archives Service reserves the right to refuse access to its collections.
· **Iarrtar ar gach úsáideoir clárú leis an tSeirbhís Chartlainne agus foirm maidir le hiarratas ar ábhar cartlainne a chomhlánú.**	· All users are asked to register with the Archives Service, and complete an archive request form.
· **Ní mór cead i scríbhinn a lorg ó Chomhairle Chontae na Gaillimhe/ón gCartlannaí sula ndéantar ábhar de chuid na seirbhíse cartlainne a fhoilsiú. Ní mór an fhoinse a admháil in aon fhoilseachán den sórt sin.**	· 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.
· **I gcásanna áirithe, de bharr faisnéisphríobh-áideach nó íogair agus pearsanta a bheith I gceist mar atá ann i roinnt taifead, d'fhéadfadh sé tarlú go n-iarrfar ar úsáideoirí Foirm maidir le Nochtadh Faisnéise a shíniú á ghealladh gan cóip de thaifid áirithe ina bhfuil daoine ainmnithe a iarraidh, gan nóta a dhéanamh den ábhar sin, gan an t-ábhar sin a fhoilsiú ná gan daoine indibhidiúla ainmnithea a lua ar aon slí.**	· 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.
· **Is beartas de chuid na Seirbhíse Cartlainne ná nach mbeidh rochtain ag léitheoirí ar aon bhailiúcháin seachas bailiúcháin phróiseáilte, is é sin le rá, bailiúchán a bhfuil glanadh, eagrú agus tuairisciú cuí déanta ina leith. Ach, ós rud é go raibh roinnt bailiúchán ar fáil d'úsáideoirí Leabharlainne roimhe seo beidh siad ar fáil fós ach sin ag brath ar an riocht ina bhfuil siad.**	· 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.
· **Ar leith ó na riachtanais atá ann maidir le caomhnú agus bainistiú na mbailiúchán sula gcuirtear ar fáil iad, d'fhéadfadh sé nach mbeidh rochtain orthu mar gheall ar shrianta eile. D'fhéadfadh sé gur srianta de chineál dlíthiúil a bheadh i gceist mar thoradh ar fhorálacha an dlí a bhaineann le cóipcheart nó d'fhéadfadh srianta a bheith ann de bharr coinníollacha atá leagtha síos ag bhronntóiri; nó d'fhéadfadh srianta prairiciula a bheith ann mar gheall ar an ngá leis na hábhair a chaomhnú agus a choimirciú nó mar gheall ar shrianta foirne.**	· 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.

Seol an fhoirm ar ais chuig: **Cartlann Chomhairle Chontae na Gaillimhe** **Ceanncheathrú Leabharlanna Chontae na Gaillimhe** **Teach an Oileáin** **Cearnóg na hArdeaglaise** **Gaillimh**	Return to: Galway County Council Archives Galway County Libraries HQ Island House Cathedral Square Galway	Tel. (091) 5093 88 archivist@galwaycoco.ie www.gaillimh.ie www.galway.ie

Data Protection Undertaking

I understand that it is my responsibility under the Data Protection Acts, 1988, 2003 and 2018, to ensure that the personal data contained in any archives to which I am being granted access is used solely for the purpose of historical research and not for the purpose which could cause damage or distress to the subjects of the data.

I further understand that the Acts require that the results of my research, or any resulting statistics I publish or use, are not made available in a form that identifies any living individual featured in the data. The personal data I gain access to will not be disclosed to any other individual. I undertake to protect from unauthorised disclosure to any party, any copies of material, or any notes taken during my research in Galway County Council Archives which contain personal data.

FULL NAME (BLOCK CAPITALS): ____

DOCUMENT REFERENCE: ____

SIGNATURE: ____

DATE: ____

Data Protection Note to Individuals who are Galway County Council Archive Users.

Galway County Council Archives' legal basis for processing data is attained under Local Government Act, 2001, Section 80 (2), which sets out '...*it is a function of a local authority to make arrangements for the proper management, custody, care and conservation of local records and local archives and for inspection by the public of local archives*.'

Where applicable, Galway County Council Archives may collect and retain all or some of the following personal/business data in relation to individuals who engage with the service:

1. Name
2. Address
3. Contact details i.e.; email address, telephone numbers, fax numbers
4. Nature /title of / research
5. College /Organisation Affiliation
6. Supervisor's name & title
7. Purpose of reproductions (of material from the archives).

This information is collected and retained on Individuals that engage with the Archive Service for administrative purposes, and to assist with safe guarding the physical and moral protection of the archives. It is also used for statistical and informational purposes.

This information may also be shared with the Galway County Council's Galway Public Libraries to assist with / facilitate research queries.

Under section 4 of the Data Protection Acts, 1988 and 2003, and under the Data Protection Act 2018 individuals have a right to obtain from Galway County Council a copy of any information relating to them held on computer or manual filing system.

For queries in relation to Data Protection please email: dpo@galwaycoco.ie