

# DIOCESE OF GALWAY KILMACDUAGH & KILFENORA

## ARCHIVE REQUEST

- Notes:**
- 1 Any information is given in good faith and without any warranty as to its accuracy.
  - 2 The Archives are maintained in a premises apart from the Diocesan Office and access to records are not available immediately.
  - 3 The Archives are operated under the direction of the Diocesan Financial Administrator who does not have the resources to access it on a daily basis.
  - 4 Requests for information are operated on the basis of the "cab rank rule" and responses will be emailed or posted.
  - 5 In the event of the request being for material kept elsewhere within the Diocese, every effort will be made to access those records.
  - 6 Please note that the parishes keep separate records of births, deaths & marriages.
  - 7 Please do not make requests for "all" information about a subject, family name, or specific person. Requests for anything or everything are too broad to handle.
  - 8 Photocopy requests: The Diocese reserves the right to restrict production due to the following criteria;
    - \* fragile condition of item or record
    - \* copyright restrictions
    - \* number of pages requested exceeds the policy of copying from a simple item
  - 9 Photocopy requests must include a specific citation. Requests that do not provide specific citation will be treated as research requests.
  - 10 Specific Citation      to:            (a) a book or pamphlet must include
    - (i) title of item article or chapter title
    - (ii) author of the item
    - (iii) date of publication
                                  to:            (b) a manuscript must include
    - (i) title of item
    - (ii) author of the item
    - (iii) date
  - 11
    - a) For a research request please allow up to 60 days for a response to your enquiry.
    - b) For a photocopy request, please allow up to 30 days for a response to your enquiry.
    - c) The Diocese does not cash payments until it has finished processing the request.

**T.W. Kilgariff**  
Archivist

### DETAILS OF APPLICANT

Request of	Name _____	Phone _____	Date _____
	Address _____	Fax _____	
	Postal/ Zip Code _____	E-mail _____	
	Country _____		

### PARTICULARS OF INFORMATION SOUGHT (CITATION)

- 1 Subject matter \_\_\_\_\_
- 2 Geographical location within the Diocese if known \_\_\_\_\_
- 3 If reference is to a person, name of person to be researched \_\_\_\_\_
- 4 Year or period of source material \_\_\_\_\_
- 5 Type of record requested \_\_\_\_\_
- 6 Additional information (please provide as much detail as possible) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 7 Specific citation
 

Book	<input type="checkbox"/>	Pamphlet	<input type="checkbox"/>	Title	<input type="checkbox"/>
Author	_____		Date	_____	

**A base fee of €5 per record request or name applies. The base fee includes up to 4 pages of copies (per record item requested), plus the cost of a surface mail postage stamp. The charge for each additional page is €0.25. Copy requests must be prepaid with cheques or money orders, payable to Galway Diocese. No refunds will be provided for records that are searched but not found.**