



Public Access to content held in the TG4 Archive

TG4 is a public service broadcaster that wishes to disseminate its content widely. Accordingly, we have put in place appropriate measures to deal with and service reasonable requests for public access to the content held in our archive.

Here you will find TG4's policy with regard to public access to the content held in our archive, a statutory duty laid down in the Broadcasting Act 2009.

The TG4 archive for the period 1996-2011 is currently being digitised and catalogued. On completion, this project will greatly improve access to content from the initial period of TG4's broadcasting. As that project is implemented and completed, so will public access to our archive improve and extend in scope.

Here is how to avail of the TG4 Public Access to Archive scheme.

1. Complete the form below and email it to cartlann@tg4.ie. In this initial enquiry, you will provide details of the programme that you wish to access, the exact title of the programme, and the date of broadcast on TG4, if possible. You will immediately receive an acknowledgement of your enquiry.
2. We will endeavour to answer your query within 10 working days. Our response will detail the estimated numbers of hours involved in searching/posting the content and the charge(s) payable by you should you wish to proceed with access. You will also be notified as to whether the rights involved permit a copy of the content to be made available to you to keep and the additional copying charges involved should you wish to obtain a copy to keep.
3. If you wish to proceed with access, you will be required to pay in advance the fee(s) applicable.
4. After you have paid the applicable fee(s) to TG4, you will be advised as to your options for gaining access to the content you have specified. This may entail having access to

it for a period of 14 days on-line or of viewing it at TG4 Headquarters at a time to be agreed with TG4. You will not be able to copy or download the content. If TG4 is permitted to provide you with a copy of the content for your personal use and you wish to obtain such a copy, you will have been informed in advance of the copying charge(s) involved. If you are content to pay these charges in advance, a copy will be made and provided to you for your personal use.

Explanatory Note:

Access is the objective of these arrangements, the ability to view the content. It is often the case that TG4 does not have permissions to make or sell copies of content in its Archive. Much of the content in the Archive has significant restrictions on TG4 that limit or prohibit the making or selling of hard copies to the public. This is also the case for content held by other broadcasters.

In relation to charges, the Broadcasting Act permits broadcasters to levy charges for public access, but the Act prohibits us from making a profit on this. The charges that TG4 levies for public access are to cover its own costs for search and retrieval and do not exceed those costs.



Foirm Ordaithe Cartlainne

Archive Order Form

Iarratas ar chóipeanna de chlár (úsáid phríobháideach tís amháin)

Application for copies of programmes (for private and domestic use only)

Roimh aon iarratas a chur chugainn léigh na codanna anseo thíos a bhaineann le Coinníollacha agus Sonraí Íocaíochta.

Please read sections below relating to Conditions and Payment Details before sending the order form.

Eolas Pearsanta/Personal Information

* **Ainm & Sloinne / Please enter your name:**

* **Seoladh ríomhphoist / E-mail address:**

* **Seoladh Poist / Postal address:**

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- **Cuir d'uimhir theileafóin an lae anseo:** (cuir san áireamh cód rochtana idirnáisiúnta do thír nó cathair más infheidhme)
 - **Please enter your day-time phone number**
(including international access code for your country or city if applicable)
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Sonraí Faoin gClár: Programme Details:

- * **Teideal an chláir: Programme title:**
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- * **Dáta craolta / Transmission date:** _____

(Tá an t-eolas seo an-tábhachtach maidir le do chlár a aimsiú. Mura bhfuil sé ar fáil ní thig linn cóip a sholáthar de réir na sonraí íocaíochtaí agus na dtáillí atá liostaithe anseo thíos. Gearrtar táille €40 euro san uair ar thaighde breise.)

(The information provided above is vital. If this information isn't provided we won't be able to adhere to the costs listed below. An additional research cost of €40 euro per hour will be charged)

Cuir isteach aon sonraí eile maidir leis an gclár nó leis an ítim a theastaíonn uait:

Please enter any other details relating to the programme or item you require:

Sonraí Íocaíochta / Payment Details:

Déanfar teagmháil leat ar ríomhphost sa chás go bhfuil an clár atá uait ar fáil. Má bhíonn tú ag iarraidh an clár a cheannach, seolfar an costas atá i gceist chugat ar shonrasc chomh maith leis na sonraí íocaíochta don aistriú bainc.

Níor cheart aon eolas airgeadais a chur chugainn ar ríomhphost.

Ní chuirfear an t-ábhar ar fáil go dtí go mbeidh an íocaíocht faighte againn.

You will be contacted by e-mail if the programme you require is available. If you wish to purchase the requested item, you will be sent an invoice and payment details by means of a bank transfer for the necessary amount.

No financial information should be sent to us by electronic mail.

Content will be made available only on receipt of payment.

Rátaí/Rates:

Clár 30 nóim	€88 + CBL @ 21% = €106.50
Os cionn 30 nóim	€125 + CBL @ 21% = €151.00
30 minutes programme	€ 88 + VAT @ 21% = €106.50
Over 30 minutes	€125 + VAT @ 21% = €151.00

Seachadadh / Delivery:

Tógann seachadadh 21 lá ón uair a fhaightear íocaíocht.

Allow 21 days from receipt of payment for delivery.

Coiníollacha / Conditions:

Ní ráthaíonn an t-iarratas seo go bhfuil ábhar áirithe ar fáil. Más rud é nach bhfuil ábhar ar fáil gheobhaidh tú scéala le ríomhphost. Tuigtear go soiléir gur le haghaidh úsáide príobháidí amháin atá aon chóip a sholáthraítear. Ní cheadaítear í a chóipeáil nó a úsáid in aon slí seachas an cúis gur sholáthaireach é, nó é a úsáid in aon slí a dhéanfaidh dochar d'aon duine nó comhlacht. Nuair a chuirtear an fhoirm seo chugainn táthar ag comhaontú leis na coinníollacha seo.

This application does not guarantee availability. Should material not be available you will be advised by e-mail. It is clearly understood that any copy provided is for private use only. It must not be copied or used in any manner, other than the specific purpose for which it is supplied or in any way which is detrimental to any person or body. Submission of this form constitutes agreement to these conditions.

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