

**HEREFORDSHIRE ARCHIVE SERVICE - DEPOSIT FORM**

Please write clearly

Date:		Accession Number:			
Name of Depositor/Owner Position (if applicable) Address:		Please let us know if your contact details change or if ownership/administration of the records passes to someone else.  Herefordshire Archive Service, Herefordshire Archive and Records Centre, Fir Tree Lane, Rotherwas, HR2 6LA E-mail: <a href="mailto:archives@herefordshire.gov.uk">archives@herefordshire.gov.uk</a> Telephone 01432 260750			
Telephone:		Email:			
*Gift/Loan/Bequest/Purchase/Temporary Deposit (*delete as appropriate)					
If applicable: Price		Grant Body			
Description of records (including dates where known)					
Is this an additional deposit? Yes/No		Is there permission to conserve (if required)? Yes/No			
Are there access restrictions? Yes/No		Is there permission to discard frame (if applicable)? Yes/No			
Are there copying restrictions? Yes/No		Is there permission to transfer/destroy unwanted material? Yes/No			
Is copyright being handed over? Yes/No		Is a copy of the catalogue required for the Depositor? Yes/No			
Please name the copyright holder (if known).					
*Private	*Public	*Diocesan	*Parish	*Local Gov.	*Other
Any other notes:				Quantity:	<b>The Terms and Conditions can be found on the reverse of this form.</b>
Herefordshire Archive Service, on behalf of Herefordshire Council, accepts both official and private records for their safe storage, care and preservation, and to make them accessible to the public under controlled conditions. Acquisition will be made only within the terms of the Archive Service's collecting policy, which stipulates the type of material collected and the geographical area of collection. A copy of this policy is available for inspection by the public.					
The above-specified records have been deposited with Herefordshire Council in accordance with the Archive Service's Acquisition Policy and Terms of Deposit, which I have read and understood, and which terms the depositor and Council hereby agree. The material here deposited may be used for research purposes and access will be subject to the Principles and Conditions of the Data Protection Act and Freedom of Information Act.					
I confirm that I am the owner of the records or have the owner's authority to *give/sell/lend the records. (*please delete as appropriate)					
Signature *of/on behalf of the owner:			Signature on behalf of the Archive Service:		

# Terms of Deposit

Records can be received via statutory deposit, gift, purchase, bequest, or long-term loan. Records purchased and those deposited as the result of a gift or bequest become the property of the council, and donors are encouraged to include in the gift any copyright which they may hold in the records. Those records on long-term loan remain under the ownership of the depositor who should alert the Archive Service to any change of address and ensure that the Archive Service is notified of any change of ownership.

## **PRESERVATION AND CONSERVATION**

All deposited records are stored in Herefordshire Archive and Records Centre (HARC) in secure conditions which comply with PD5454:2012 (Guide for the Storage and Exhibition of Archival Materials), and all reasonable precautions will be taken to preserve the records from damage, loss or theft.

Because records are irreplaceable, the Council does not normally insure records. A depositor may make his/her own arrangements for insurance in the case of records on long-term loan, but the Council shall not be liable for any costs incurred. In the event of loss or damage, from whatever cause, the Council can offer no compensation.

Records may undergo such conservation and preservation, by our trained conservators, as is considered necessary for their safe storage. Extremely fragile records may be withheld from public access. Records will be numbered with a reference code for identification and security, before being made available for use by the public.

## **CATALOGUING**

The records will be appraised and then listed and indexed in accordance with the Archive Service's ongoing programme. The Council reserves the right to return to the depositor any records deemed to be of no historical interest, or, with the consent of the depositor (obtained at the time of deposit), to transfer them to a more appropriate place of deposit or to destroy them. The ownership of and copyright in all lists and other finding aids rests with the Council. A free copy of the list can be provided to the depositor.

## **ACCESS**

Records will be made available to the public for research during the advertised opening hours of HARC and in accordance with the search room rules, the principles of the General Data Protection Regulation and the requirements of the Freedom of Information Act 2000. Record Office staff will comply with any common law or statutory provision governing public access to records. Depositors may negotiate their own conditions of access at the time of deposit.

## **REPRODUCTION AND COPYRIGHT**

With regard to the provisions of the current Copyright Act, copies of records may be supplied to members of the public, on payment of an appropriate charge, for use in private study. Depositors may negotiate restrictions on reproduction. If a searcher requires a copy of a record still in copyright, which is held on long-term loan, for the purpose of publication, they will be advised to seek the consent of the copyright owners, who may not be the owners of the records. The Council may copy records and make this copy available in the place of the original in order to further preserve the original.

## **WITHDRAWAL OF RECORDS ON LONG-TERM LOAN**

A depositor may temporarily withdraw his/her records at any time, having given reasonable notice of their intent to the Archive Service.

A depositor may permanently withdraw their records at any time, provided notice is given to the Archive Service. During this period of notice, the Council reserves the right to copy the records and to make these copies available for private research.

However, the period of a long-term loan is understood to be a minimum of 50 years, and a depositor permanently withdrawing records before this time may be required to contribute towards the costs incurred by the Council in storing, listing and conserving these records. Where records are withdrawn for sale, the Council requires first refusal to purchase the collection.

## **PRIVACY NOTICE**

Herefordshire Council collects your personal data when you deposit a collection with Herefordshire Archive Service. The data will be processed for the performance of a task carried out in the public interest, namely to enable us to fulfil Section 1(1) of the Local Government (Records) Act 1962: to do 'all such things as appear to it necessary or expedient for enabling adequate use to be made of records under its control'. The data will be kept permanently and will be used to maintain Herefordshire Archive Service's index of depositors, contact you with any queries arising out of the preservation and cataloguing of the records and where appropriate to send you a copy of the completed catalogue and / or to obtain permission to publish copies of the deposited material. The data will be held on a cloud based database managed by a company called Metadatis. Only certain Herefordshire Archive Service staff have access to this database, which is password protected.

You have certain rights in relation to personal data we hold about you, which can be found on Herefordshire Council's Data Protection web pages, at [https://www.herefordshire.gov.uk/info/200148/your\\_council/15/access\\_to\\_information/4](https://www.herefordshire.gov.uk/info/200148/your_council/15/access_to_information/4) Any complaints about the way in which we store or use your personal data can be made to the Herefordshire Council Data Protection Officer at P.O. Box 4, Plough Lane, Hereford. HR4 0LE. Any other queries about how we and use and store personal data can be sent to Herefordshire Archive and Records Centre, Fir Tree Lane, Rotherwas, Hereford. HR2 6LA.