



**GLASGOW
WOMEN'S
LIBRARY**



**NATIONAL
MUSEUM OF
ROLLER DERBY**

Deposit Agreement

Please use black ink and block capital letters or typescript

Acc. No	Date	Ref
Depositor Name		
Address		
Post Code: _____ Tel: _____		
Email: _____		
Details of Deposit		
Title		
Date(s)		
Description		
Quantity & condition		
Provenance		
Restriction & Copyright		
Data Controller		
Details of Deposit Agreement		
As the Owner / Depositor acting on behalf of the Owner [delete as appropriate] I certify that the above information is correct and that I have read and understood the terms and conditions of deposit on the reverse of this form. I hereby agree to transfer ownership of the above item(s), with their copyright, to Glasgow Women's Library. The items(s) are offered as absolute and unfettered gifts to be used by Glasgow Women's Library for public benefit.		
Signature (Depositor)		
Name (BLOCK CAPITALS)		
Date		
Signature (Recipient).....		
Name: (BLOCK CAPITALS).....		
Date		

The information provided on this form will be processed by GWL in accordance with the Data Protection Act 1998. Your personal data will only be used for the internal management of the archive collections and will remain confidential.

In this agreement, "the depositor" refers to the lawful owner of the records deposited in Glasgow Women's Library. "Glasgow Women's Library" (hereafter "GWL"), refers to the institution with which the records are deposited, and "records" refers to all manuscripts, artworks, printed books and papers, objects, machine-readable, audio-visual and similar material which the depositor hereby offers and which GWL hereby accepts for acquisition in terms hereof.

1. Terms of Deposit

- 1.1 The terms of deposit are intended to secure the safe preservation of the records and to protect the interests of the depositor while permitting public access for research.
- 1.2 GWL makes no charge for the deposit of privately owned records, or for the arrangement, cataloguing and repair of such records, but reserves the right to return to the depositor (if agreed beforehand) or to destroy any items of no historical value.
- 1.3 The depositor is furnished with a receipt for records.

2. Care of the Records

- 2.1 GWL will take due care of the records and will follow standard museum procedures
- 2.2 When refurbishment of GWL's permanent home has been completed, records will be stored in accommodation which broadly conforms to the British Standard Recommendations for the Storage and Exhibition of Archival Documents (BS 5454:2000).
- 2.3 Records will undergo such conservation and restoration by a qualified conservator as is deemed necessary by the Archivist.
- 2.4 For their security and identification, records are numbered with a reference code. They may be copied for security purposes, and in appropriate cases the Archivist may only permit the public to study facsimiles to avoid damage to the original records.

3. Access to the Objects

- 3.1 Records are made available for research by the public free of charge at GWL, under supervision and in accordance with Archive Regulations.
- 3.2 Archives are catalogued and indexed to professional standards and copies of the catalogue are lodged with the National Register of Archives (Scotland) and any other appropriate body. The catalogue will be made available online.
- 3.3 The Archivist reserves the right to refuse access to archives which have not been catalogued or numbered, or which are in a fragile state, or in need of repair.
- 3.4 GWL may impose appropriate closure periods under the terms of the Data Protection Act 1998, and/or at the request of the depositor.

4. Reproduction and Copyright

- 4.1 For gifted records, copyright is automatically transferred to GWL.
- 4.2 Except for security purposes, records may be copied photographically or by other means only for personal study or educational uses (e.g. in schools, colleges and adult education courses). It may be necessary in certain circumstances for photographic copies to be made outside GWL's premises, and the Archivist reserves the right to authorise making of such copies.
- 4.3 Photographic copies in any format supplied by GWL may not be further reproduced without the express permission of the Archivist. GWL will make an appropriate charge for the provision of any form of facsimile.

5. Publication

- 5.1 Whole or extensive extracts of archives or photographs of records may not be published without the consent of the depositor. It is the responsibility of the author and publisher to seek permission of publication through the Archivist, and to ensure conformity with the terms of the Copyright Designs and Patents Act 1988.
- 5.2 Where it is known that research intended for publication is based extensively on a collection of deposited records, the author will be requested by the Archivist to inform the depositor and make sufficient acknowledgement.
- 5.3 GWL may, without further consent from the depositor, publish deposited records/archives in its own education or information publications (e.g. annual reports, printed handlists and online catalogues, press notices or teaching aids). Such publication shall not be held to limit or infringe the copyright of the depositor. Acknowledgement to the depositor will be made in appropriate cases.

6. Lecture and Exhibitions

- 6.1 Original records may be displayed without further consent of the depositor in exhibitions held in premises controlled by GWL or in circumstances where the records remain in the custody of a member of Library Staff. Deposited records will not, however, be loaned for exhibition by other bodies without the written consent of the depositor.

7. Special Conditions

Deposited records may be accepted for acquisition on special conditions differing from the general conditions above at the discretion of the Archivist.

Additional notes