

Northumberland Archives Deposit Form

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|--------------------------|--|----------------------|--|--------------|--|
| Accession number: | | Reference No: | | Date: | |
|--------------------------|--|----------------------|--|--------------|--|

| | |
|---------------|--|
| Title: | |
|---------------|--|

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|---------------------------|---------|
| Depositor details: | |
| Name: | |
| Address: | |
| Telephone number: | E-mail: |

| | |
|-------------------------------------|---------|
| Owner details (if Different) | |
| Name: | |
| Address: | |
| Telephone number: | E-mail: |

| | | | | | | | |
|----------------------|------|------|--------------------|----------|---------|--|--|
| Deposit type: | | | | | | | |
| Deposit | Gift | Loan | Statutory transfer | Purchase | Bequest | | |

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| Description and item history <i>[include, date range, number of items and any damage details]</i> |
| |
| Continue on a separate sheet if necessary |

| | | | |
|-------------------|------|------|------|
| Condition: | Good | Fair | Poor |
|-------------------|------|------|------|

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|---|
| Status and Provenance |
| |
| Continue on a separate sheet if necessary |

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|---|--|
| Disposal <i>[please tick to indicate a preference]</i> | |
| I agree that any records not considered worthy of permanent preservation can be confidentially destroyed by Northumberland Archives | I would like any records not considered worthy of permanent preservation by Northumberland Archives to be returned to me |

| | |
|--|---|
| Copyright Interest <i>[please tick to indicate a preference]</i> | |
| I confirm that I am the copyright holder (or acting on the copyright holders behalf) and wish to retain copyright interest | I confirm that I am the copyright holder (or acting on the copyright holders behalf) and agree to assign copyright interest to Northumberland County Council. |

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| Deposit Declaration |
| I confirm that I am the owner (or acting on the owner's behalf), that the details given here are correct and that I have read and agree to the conditions detailed on the reverse of this form. |

| | | |
|------------|-----------------|-------|
| Signature: | Name [Capitals] | Date: |
|------------|-----------------|-------|

| | | |
|--|-----------------|-------|
| Received on behalf of Northumberland Archives | | |
| Signature: | Name [Capitals] | Date: |

General Data Protection Regulations 2018: The personal details recorded on this form will be permanently retained by Northumberland Archives solely in connection with the items deposited and will not be disclosed to a third party without the consent of the individuals concerned. Our full Privacy Notice is available at www.northumberlandarchives.com.

Terms of Deposit

1. Our Archive Collection Policy Statement sets out the principles under which we add to the collections held by our Service. If we are offered collections that do not match the criteria set out in the Statement we will suggest potential alternative places of deposit to you.
2. We will give you a receipt for your records immediately after you deposit them.
3. We will sort and list your records according to their priority in our cataloguing programme in accordance with the principles set out in our Cataloguing Prioritisation Scheme.
4. We will provide you with one free copy of the list of your records.
5. Northumberland County Council is the owner and copyright holder in all such lists and other finding aids.
6. We will provide supervised access to your records for users in our Public Search Rooms during our advertised opening hours.
7. We may restrict access to some records because: -
They are fragile or damaged
They are subject to a legal closure period
8. We shall take all reasonable precautions to protect the records from loss, theft, illegal access and malicious damage, but shall otherwise not be liable beyond this
9. We will allow users a single copy of any record for private study or exhibition provided that this does not infringe copyright rules or damage the record.
10. From time to time we may authorise users to transcribe, reproduce, exhibit or publish records, provided that this will not infringe your or our rights.
11. For their security, identification and retrieval, records will be numbered with a unique reference that will cause no damage.
12. It is your responsibility to value and insure your records.
13. You or your lawful heirs must inform us of any changes to your contact details or the title to the records.
14. You must give three months' notice in writing to the Head of Collections before removing your records permanently from Northumberland Archives. In such circumstances we reserve the right to charge for the cost of maintaining your records whilst in our care. We also reserve the right to copy them before returning them to you.
15. We reserve the right to digitise items from the collection and mount low resolution images in our electronic catalogue.
16. We reserve the right, at the time of deposit or subsequently, to return to the depositor any records deemed to be not of continuing interest, or with the consent of the depositor transfer them, or dispose of them appropriately.
17. Any records that do not relate to the county of Northumberland may be transferred to the relevant county archive service as appropriate. Northumberland Archives will inform you of any decision to do so.

Variations to Terms

(To be agreed with Head of Collections)

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