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| Deposit Agreement Form |

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| Accession No. |  | Fond |  | Date |  |

|  |  |  |
| --- | --- | --- |
| Owner details | Depositor details (if different   from owner) | Copyright owner |
| Name/Position/Organisation  Address  Contact tel.  Email | Name/Position/Organisation  Address  Contact tel.  Email | Name/Position/Organisation  Address  Contact tel.  Email |

|  |  |
| --- | --- |
| Accession type (Tick one option) | |
| Gift (Ownership transfers to University Archive) □ | Bequest (Ownership transfers to University Archive) □ |

|  |  |  |
| --- | --- | --- |
| Access (Tick one option and provide details if required) | | |
| Open □ | Closed □ | Restricted □ |
|  | Dates: | Details |

|  |  |  |  |
| --- | --- | --- | --- |
| Description and history | | | |
| Description (Brief description of the item/collection) | | | |
|  | | | |
| Date range: | Number of items | Format: | Details of any damage: |
| Preservation/conservation issues: | Related records (related to earlier deposit?): |  |  |

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| Deposit agreement (Gift):  I, the owner/depositor (acting on behalf of the owner), agree that the information given on this form is correct. I have read and understood the conditions in the terms of deposit and hereby agree to transfer ownership of the items described above to the University of the Highlands and Islands Archive. The items are offered as absolute and unfettered gifts to be used by the University of the Highlands and Islands.  Signature ………………………………………………………………………………………………………………………………………  Name (Capital letters)……………………………………………………………………………………………………………………..  Position (If relevant)………………………………………………………………………………………………………………………..  Organisation (If relevant)………………………………………………………………………………………………………………..  Date……………………………………………………………………………………………………………………………………………….. |

Terms and Conditions of Deposit

The University of the Highlands and Islands Archive accepts official and private records relating to the Highlands and the Islands for the safe storage, care and preservation of the records and to make them accessible for research, teaching, education and outreach activities under controlled conditions. Records are received either by outright gift or by bequest.

1. Ownership
   1. Records received by gift or bequest to the University of the Highlands and Islands Archive become the legal property and responsibility of the University Archive from the point of transfer. Ownership of records placed on temporary or indefinite loan remain with the depositor.
   2. Depositors placing indefinite loans with the University Archive must notify the University Archivist of any changes of address, and, if possible, indicate to whom the ownership of the records should pass after his/her lifetime.
   3. All records gifted to the University Archive will be subject to the provisions of the Data Protection Act 1998, Freedom of Information (Scotland) Act 2002, GDPR and other legislation.
2. Appraisal
   1. The University of the Highlands and Islands Archive reserves the right to return any records deemed to be of no historical interest to the owners. Records which fall outside the terms of the University Archive’s acquisition policy may be transferred to a more suitable repository or destroyed.
3. Preservation and Conservation
   1. Records will undergo conservation as appraised by the University Archivist. Access to records in fragile condition will be restricted.
   2. Records will be numbered with a reference code for their own safety and for purposes of identification.
4. Cataloguing
   1. Records will be listed and indexed to professional standards as part of the University Archive’s cataloguing programme. A copy of the list will be supplied to the depositor and other bodies as considered appropriate eg. National Register of Archives (Scotland) and The National Archives.
5. Access
   1. Records are open for research on application to the University Archivist.
   2. Some records may be subject to a closure period to respect confidentiality.
   3. Records may be removed from the University Archives for purposes of exhibition or any other valid reason on the authority of the University Archive.
6. Reproduction and copyright
   1. When a collection/items are gifted outright to the University Archive, copyright is automatically transferred to the University Archive. For collections on temporary or indefinite loan to the University Archive, copyright can be transferred to the University Archive or remain with the depositor.
   2. When copyright is transferred to the University Archive, the University Archive may photograph, photocopy, scan or microfilm records for the purpose of private study, educational, research or exhibition.