



University of Aberdeen Special Collections: Gift and Loan Agreement

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1 GIFTING ARCHIVES AND BOOKS TO THE UNIVERSITY

- 1.1 Donors must ensure that they have the right to gift a collection
- 1.2 Legal ownership passes from the donor to the University
- 1.3 In the case of archive collections, where appropriate, and as part of the gift agreement, the copyright of the collection will also then be assigned to the University.

2 LOANING ARCHIVES AND BOOKS TO THE UNIVERSITY

- 2.1 Depositors must ensure that they have the right to loan a collection
- 2.2 Ownership and copyright (where appropriate) of the collections on renewable loan remains with the depositor
- 2.3 Collections will be required to be deposited for a defined (but renewable) period. The depositor will notify the University of any change of name or address or change of ownership of the collection. The University will not be liable for the consequences of any failure to do so
- 2.4 If any items within a collection are considered, on examination, to be outside the University's Collection Policies, they will be either returned to the depositor or transferred to a more appropriate place of deposit or disposed of, after the depositor's consent has been obtained
- 2.5 Please note that the loaning of any collection, as opposed to a gift, is only agreed in exceptional circumstances and after prior discussion and agreement with the University.

3 PRESERVATION AND CONSERVATION

- 3.1 The University will preserve the collections in environmentally controlled and monitored stores which adhere to British Standards for the storage and exhibition of archival materials
- 3.2 The University will insure the collections under the same conditions as the University's own collections. In the case of loaned collections, the University will not be liable to the depositor beyond this, for the damage, loss or theft of papers while in its care
- 3.3 Collections requiring conservation treatment will be treated by qualified conservators
- 3.4 In the case of loaned collections, collections will not undergo extensive conservation treatment and if work is required the depositor may be expected to contribute to the costs incurred
- 3.5 The University reserves the right to make copies of collections, and to produce these for readers in order to protect the originals. These copies will be the University's property.

4 CATALOGUING

- 4.1 The staff of the University will arrange and classify each collection as necessary and in due course will make a catalogue available. Copyright of the catalogue remains with the University
- 4.2 Completed catalogues will available via the University's on-line catalogues and other online catalogue portals as deemed appropriate

- 4.3 As part of the on-line catalogues, the name of the donor or depositor will be publicised, unless otherwise requested.

5 ACCESS

- 5.1 Collections are produced for study only in the Wolfson Reading Room, where readers are under supervision
- 5.2 Individuals wishing to consult collections will do so under supervision and in compliance with Library and Wolfson Reading Room Regulations and any restrictions imposed by Data Protection and Freedom of Information legislation
- 5.3 In the case of loaned archive collections, staff will not knowingly allow anyone to make use of the records for legal purposes without the prior written consent of the depositor
- 5.4 If collections have not been fully catalogued, access is not normally permitted but may be given in special cases at the discretion of staff
- 5.5 Once a catalogue has been prepared collections are made fully accessible for historical research, including publication
- 5.6 In the case of loaned collections, depositors may prohibit access to certain collections at the time of deposit for a defined period of time, in consultation with the University, but that period will be subject to renewal. Any restrictions will be publicised via the online catalogues.

6 REPRODUCTION AND DISPLAY

- 6.1 The University will have discretion to supply copies of collections to users (either supplied by the University or via a managed self-copying service), for research purposes, and in conformity with current copyright law and Data Protection legislation
- 6.2 The University will have also have discretion to supply copies of collections to users, for publication purposes
- 6.3 The University will have discretion to authorise temporary removal of collections from the University for a defined period for exhibition or other valid reason. The University will release collections only when assured that they will be properly and securely cared for and that appropriate insurance or indemnity has been arranged against loss or damage.

7 WITHDRAWALS OF COLLECTIONS BY DEPOSITORS

- 7.1 In the case of loaned collections, the depositor is expected not to withdraw the collection, in whole or in part, without showing reasonable cause and giving reasonable notice (usually six months). A depositor wishing to withdraw a collection will be expected to make some contribution towards the costs incurred by the University for preservation, inventorying and repair
- 7.2 The University reserves the right to copy any part of the collection and hold these copies after withdrawal. Such copies are the property of the University.

The donor or depositor will be required to sign the gift and loan form, agreeing to abide by the conditions outlined in this document and acknowledging their responsibilities in this regard.

I
Name of donor / depositor

of
Address of donor / depositor

1. give to the University of Aberdeen
2. deposit on renewed loan for an initialyears; to be reviewed at the end of the period.

delete where applicable

brief description of material

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under the conditions stated above.

The following specific conditions shall also apply:

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.....
.....

Signed Signed

For and on behalf of the University For and on behalf of the donor/depositor

Date Date

This form will be retained by the University in accordance with the Data Protection Act 1998 in order to identify the owners of individual collections and any specific conditions agreed to at the time of deposit. This information will not be passed to a third party without the depositor's consent.