

## CONDITIONS OF DEPOSIT

The West Glamorgan Archive Service is willing to receive records by gift, transfer (in the case of records received from its parent authorities), or by deposit. Where records are gifted to the Archive Service, title will transfer to the West Glamorgan Archive Service on such terms and conditions as may be agreed between the County Archivist and the donor prior to receipt. The following conditions constitute the standard criteria by which the Archive Service accepts documents for deposit. In exceptional circumstances they may be altered by agreement between the County Archivist and depositor at the time of deposit. No collections will be accepted on terms that are unnecessarily restrictive or which discriminate against any group or groups of users.

### **The Archive Service:**

1. will store the records in an environmentally controlled, secure strongroom in County Hall in conditions no less favourable than those considered acceptable for the Archive Service's own records;
2. will discuss the appraisal and weeding of the collection with the depositor at the time of deposit. The Archive Service will dispose of any unwanted material in accordance with the wishes of the depositor. This may include returning unwanted items to the depositor, passing them on to another repository or confidential destruction according to the depositor's wishes;
3. will provide the depositor with a receipt at the time the collection is received by the Archive Service;
4. will, as resources allow, produce a catalogue of all the documents retained, in accordance with current international standards, for the use of members of the public. For purposes of security and identification, the listing process will involve numbering each item (in pencil) with a document reference. A copy of the catalogue will be sent to the depositor. Further copies of the catalogue may be made available in the Archive Service's other searchrooms and more widely, including on the internet. A copy of the catalogue will if appropriate be sent to the National Register of Archives.
5. will record the names and addresses of depositors of archives in accordance with the terms of the Data Protection Act, 1998. The Archive Service undertakes that the names and addresses of depositors will not be disclosed to any third party without their express permission, having due regard to the right of the depositor to be identified by name as the author/intellectual creator of the collection;

6. will allow members of the public free access to the documents, subject to the constraints of the searchroom regulations (a copy of which can be provided on request), and any special restrictions on access which have been agreed with the depositor, in a specially designated, supervised searchroom. Documents may be produced in the searchroom at County Hall, or at any of the service points maintained by the Archive Service.
7. will undertake conservation work on the documents, including cleaning, de-acidification and repair, as considered appropriate and practicable by the County Archivist. The Archive Service will not allow access by members of the public to any documents which are considered too fragile for use;
8. will allow the production of surrogate copies (where this will not result in their damage) subject to the conditions of current copyright law;
9. will seek the permission of the depositor for any publication of a substantial part of a document;
10. will take all reasonable precautions to preserve the documents from damage, loss or theft, while in storage or during periods of access, but cannot accept liability for any damage, loss or theft suffered by the documents during the period of deposit;
11. will not transfer custody of the documents without the permission of the depositor, or in any way dispose of the records without the permission of the depositor.

**The depositor:**

1. declares that he or she is entitled to deposit the documents, either as legal owner or as agent for the owner;
2. undertakes to notify the Archive Service of any change of address or other circumstances affecting the legal ownership of the documents;
3. will allow the documents to be marked in pencil with a reference number for identification purposes;
4. will allow the Archive Service to make the documents available for public research, subject to statutory and otherwise agreed access restrictions;
5. will allow the Archive Service to make and use facsimiles of the documents for promotional purposes (in the form of publications, leaflets, presentations and exhibitions), or for conservation purposes, the copies to be the property of the Archive Service;

6. will give permission for preservation and conservation work to be carried out as deemed necessary by the County Archivist. The cost of this work may be claimed from the depositor by the Archive Service if the collection is permanently withdrawn;
7. will give reasonable notice in writing and specify a definite time period if documents are to be withdrawn on a temporary basis;
8. will give a period of six months notice if the collection is to be permanently withdrawn from the custody of the Archive Service. This notice should be presented in writing to the County Archivist;
9. will be prepared to prove their entitlement to withdraw any documents (whether temporarily or permanently) to the satisfaction of the Archive Service;
10. may also be expected to pay a charge, in the case of the permanent withdrawal of documents, to cover the cost of cataloguing and storage.