



Terms of Deposit

The Glamorgan Archives accepts records in line with its Collection Policy, into its custody:

- a) by gift or purchase where ownership passes to the Glamorgan Archives Joint Committee on behalf of its constituent authorities,
- b) by transfer from the constituent authorities of the Glamorgan Archives Joint Committee,
- c) on deposit for an indefinite period, where ownership of deposited records remains with the depositor.

Undertaking by the Archive:

1. The records will be stored in the same physically secure and environmentally monitored conditions as other records held by Glamorgan Archives.
2. The records will be arranged and listed in accordance with current practice; preparation of lists, indexes and other finding aids will be undertaken in accordance with programmes set by the Archives. A copy of the list will be supplied to the depositor.
3. Records will only be made available to searchers under supervision in the searchroom.
4. Records which are too fragile or otherwise at risk of damage from handling, will not be made available for use by the public.
5. Copies of individual documents will only be supplied to searchers provided it is consistent with the safety of the records and in compliance with current copyright law.
6. Permission of the depositor will be sought for any publication of a substantial part of a document.

7. Records will only be loaned temporarily to another institution for purpose of display with the depositor's consent and provided the facilities conform to *PD5454:2012 Guide for the Storage and Exhibition of Archival Materials* and to the conditions set out in the Archive's *Exhibition Loan Policy*.
8. Records deemed not to merit permanent preservation will be returned to the depositor or, with the consent of the depositor, destroyed.
9. Requests for the production of deposited records for declared use in legal proceedings will not be granted without the consent of the depositor, except where a court order is issued.
10. Details of private individuals, who are depositors, will only be disclosed to a third party with their permission, but such details may be held in the Archives in accordance with the terms of the Data Protection Act 1998.
11. A receipt describing the records acquired and providing information needed to access them will be supplied within 10 working days of their receipt.
12. Relevant policy documents of Glamorgan Archives will be made available to depositors on request.

Undertaking by the Depositor:

1. The depositor is deemed to be entitled to deposit the records, either as owner or agent.
2. Notice will be supplied to Glamorgan Archives of changes of address and other details affecting the ownership of the records.
3. Reasonable notice will be given of the temporary withdrawal of any record, the withdrawal to be for an agreed period of time.
4. Deposited records, if permanently withdrawn, may incur a levy charged to defray the expenses of storage, listing and conservation.
5. The insurance of records, except in the case of exhibition by an external body, is the responsibility of the depositor.
6. For the purposes of the Data Protection Act 1998, the depositor will be deemed to be the Data Controller of any data contained in the records which fall within the terms of the act.
7. The depositor will allow:
 - Records deposited to be made available to searchers subject to statutory access restrictions or access restrictions agreed with the Glamorgan Archivist.

- Records to be marked with a reference code, for security and identification.
- Conservation of the records, in accordance with the programmes which are set by the Archives.
- Records to be made available in the form of copies, made by any suitable method, such copies becoming the property of the Glamorgan Archives.
- Brief extracts of records to be published as transcripts or in facsimile form.
- Glamorgan Archives, to publicise its services and promote its collections, by reproducing records it holds in any medium, publishing finding aids in any available medium, making them available in other locations outside the Archive.
- The migration of data in electronic records to other formats.

Any variation from these terms is to be agreed with the Glamorgan Archivist at the time of deposit.

August 2014