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| Acc No:  |  |
| Cat. No: |  |

## Carmarthenshire Archives

### Receipt for Donation / Bequest / Loan of Records

| Terms of Deposit  |  |  |                           |       |  |
|---|--|--|---------------------------|-------|--|
| Donation:   |  | Bequest:   |                           | Loan: |  |
| Title:  |  |  | Covering Dates:           |       |  |
| Description:  |  |  |                           |       |  |
| Quantity:   |  |  |                           |       |  |
| Additional to material already held by Carmarthenshire Archives?                                |  |  |                           |       |  |
| Depositor Name:   |  |  | Depositor Address:        |       |  |
| Depositor Telephone Number:   |  |  | Depositor E-mail Address: |       |  |
| Does any part of the Deposit contain personal data as defined by the Data Protection Act, 2018? |  |  |                           |       |  |
| Are there any other reasons to restrict access?   |  |  |                           |       |  |
| If "Yes", please give details:  |  |  |                           |       |  |
| Copyright Assignment<br><br>NB Only the Copyright owner may assign this right.                  |  | Full Assignment to Council:                        |                           |       |  |
|   |  | Assignment (with reservation of financial rights): |                           |       |  |
|   |  | Retention of Copyright:                            |                           |       |  |
|   |  | Who is the Copyright Owner (if not Depositor)?     |                           |       |  |
| Permission to dispose of or transfer unwanted material?   |  |  |                           |       |  |
| Copy of Catalogue Requested?  |  |  |                           |       |  |
| I agree to the terms and conditions:  |  |  |                           | Date: |  |
| Signature on behalf of Carmarthenshire Archives:  |  |  |                           | Date: |  |

Mae'r ffurflen hon hefyd ar gael yn Gymraeg

**1. Definitions:** In this agreement the word ‘**Carmarthenshire Archives**’ shall mean the archive service operated by Carmarthenshire County Council; ‘**Depositor**’ shall mean the person or institution who deposits any records with the Council or his/her/its lawful heir or successor in title as the context may require; ‘**Records**’ shall mean any documents conveying written, visual or audible information; ‘**Donation**’ or ‘**Bequest**’ shall mean the act by a Depositor of giving records to the Council as an absolute and perpetual gift; ‘**Loan**’ shall mean that the Depositor has placed the records in the custody of Carmarthenshire Archives, but that this in no way alters or affects the ownership of the records.

**2. Deposit:** Subject to permission, the Archives Transformation Manager reserves the right to return to the Depositor or confidentially destroy any records deemed to be of no historical interest and to transfer to a more appropriate place of deposit any records that do not comply with its collection policy. A register of the names and addresses of depositors is permanently maintained by Carmarthenshire Archives. Such information will not be released to third parties without express permission.

**3. Cataloguing:** Deposited records will be prioritised for cataloguing according to Carmarthenshire Archives’ Cataloguing Strategy. Records will be catalogued as resources allow and in accordance with Carmarthenshire Archives’ current practice. A copy of the catalogue will be provided free of charge to the Depositor, if requested. The ownership of and copyright in all such finding aids shall remain with Carmarthenshire County Council. The catalogue will be made publicly available in Carmarthenshire Archives’ search room.

**4. Preservation:** Records deposited with Carmarthenshire Archives will be stored in conditions identical to the records of the Council itself, which shall be approximate to BS 4971:2017. The Council will take all reasonable precautions to preserve deposited records from damage, loss or theft whilst in storage, public use, conservation or on exhibition. Records held by Carmarthenshire Archives are insured under the Council’s general insurance cover. Carmarthenshire Archives will be entitled in its absolute discretion: to carry out conservation and / or restoration work on the documents as may be considered desirable and practicable; to withhold public access to them, if in a fragile condition, until that conservation work has been completed; and label documents with a reference for their identification and safe keeping.

**5. Access:** Subject to any restrictions agreed overleaf and subject to any statutory or common law provisions, deposited records will be made available for viewing in the public search room free of charge to any persons requesting access to them. Public access arrangements apply to Depositors wishing to access their own records. Reasonable restrictions may be placed on public access to individual deposited records but permanent closure of any deposit will not be accepted. All records deposited may be used in talks and exhibitions by Carmarthenshire Archives staff. Under the Freedom of Information Act 2000 the public have a right of access to public records and information held by public bodies, except where this would contravene the Data Protection Act 2018 or is exempt under any of the Freedom of Information Act’s clauses.

**7. Copies and publication:** Copies of records may be supplied to any person or body, on payment of an appropriate charge, for use only in private study and photographic, digital, microfilm or other copies may be made by Carmarthenshire Archives as a conservation measure. No further reproduction of copies shall be allowed without the consent of the Archives Transformation Manager and the copyright owner(s). The Archives Transformation Manager may at his / her discretion grant consent on behalf of the Depositor to the publication of material contained in deposited collections that are open for study. This shall be subject to the condition that due acknowledgement be made to the Depositor and / or Carmarthenshire Archives by the person responsible for such publication, who shall also comply with the Copyright Acts for the time being in force.

**8. Withdrawal:** Records received on loan by Carmarthenshire Archives may be withdrawn either temporarily or permanently by the Depositor, his accredited representative, or his successor in title, subject to adequate notice being given to the Service. Where records are withdrawn permanently at least six months notice in writing must be given to the Service. At least two weeks’ notice must be given in writing for the temporary withdrawal of records. With regard to permanent withdrawal, Carmarthenshire Archives reserves the right to claim reimbursement for the cost of cataloguing, administering and storing the records and any conservation / preservation work undertaken. The Depositor will be obliged to accept responsibility for such charge as the condition of withdrawal. The actual costs will be adjusted to reflect cost of living rises between the date the costs were incurred and the date of reimbursement. Such payment will be required before withdrawal takes place. The Depositor will give Carmarthenshire Archives the option to buy the records before they are offered to other parties. A period of six months will be given by the depositor for appropriate funds to be raised by the archives service. Where the withdrawal is temporary Carmarthenshire Archives has discretion to charge for work done depending on the circumstances. Any person withdrawing deposited records whether temporarily or permanently must provide written evidence which will prove their ownership of the deposited records to the satisfaction of Carmarthenshire Archives.

**9. Data Protection 2018:** Carmarthenshire County Council is the data controller for the personal information you provide on this form. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task. For further information about how the Carmarthenshire County Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website.

**Mae’r ffurflen hon hefyd ar gael yn Gymraeg**