

# EAST RENFREWSHIRE CULTURE AND LEISURE – ACCESSION FORM

1 Burnfield Avenue, Giffnock, East Renfrewshire, G46 7TL

Tel 0141 577 3500; e-mail [localstudies@ercultureandleisure.org](mailto:localstudies@ercultureandleisure.org)

<b>Accession No:</b>		<b>Record No:</b>		<b>Date:</b>	
<b>Depositor Details:</b>		<b>Owner Details:</b> (where different from depositor)		<b>Copyright Owner:</b> (where different from depositor)	
Name:		Name:		Name:	
Address:		Address:		Address:	
Tel Number		Tel Number		Tel Number	
e-mail:		e-mail:		e-mail:	
<b>Deposit Type:</b>					
Type: Delete as appropriate <b>Donation/Loan</b>			Details:		
<b>Uses and Restrictions:</b> [please use this section to clarify the use that can be made of your donation]					
Please indicate the use the donated item/items can be put to by deleting as appropriate:					
Item displayed on our website <a href="http://www.portaltothepast.co.uk">www.portaltothepast.co.uk</a> <b>YES/NO</b> (Please note, individuals will have permission to download and print from the website for private, research or educational purposes but not for any commercial purpose)					
Digital copies of the items stored for the purposes of preservation <b>YES/NO</b>					
Item used in commercial publications (books, DVDs, websites, posters, leaflets) <b>YES/NO</b>					
Item used in non-commercial publications (books, DVDs, websites, posters, leaflets) <b>YES/NO</b>					
Item copied by members of the public for research/private use <b>YES/NO</b>					
Any other reasonable use as deemed appropriate by East Renfrewshire Culture and Leisure <b>YES/NO</b>					
<b>Description</b> [include covering dates, approximate extent, note on the condition of material]					
<b>Deposit Agreement:</b>					
I, the owner/depositor agree that the information given on this form is correct. I have read and understood the conditions on the reverse of this form and I hereby agree to transfer the item(s) described to East Renfrewshire Culture and Leisure as detailed above.					
Signature		Name [capitals]:		Date:	
<b>Recipient:</b> I acknowledge receipt of the item(s) described on behalf of East Renfrewshire Culture and Leisure.					
Signature:		Name [capitals]:		Date:	
East Renfrewshire Culture & Leisure is the data controller. We will use the data you provide in accordance with GDPR for the purposes of historical research and it will be retained for the lifetime of the asset. The lawful basis for processing your data for this purpose is the performance of a public task. For full details please see the relevant privacy notice at <a href="http://www.ercultureandleisure.org/privacy">www.ercultureandleisure.org/privacy</a>					

**On completion: one copy goes to depositor: copy of front page remains with documents; copy of front page goes to file.**

## **TERMS AND CONDITIONS OF DEPOSIT**

East Renfrewshire Culture and Leisure accepts official and private records of local historical significance for the safe storage, care and preservation of the records, and to make them accessible to the public under controlled conditions. Records are received either by **outright gift**, or by deposit on **indefinite loan, temporary loan** or, in terms of official records, as an **internal transfer**. In addition, specific classes of records may also be accepted under **Charge and Superintendence** from the Keeper of the Records of Scotland.

### **1. Ownership**

- 1.1 The gifting of records to East Renfrewshire Culture and Leisure means that they become the property and responsibility of the Trust.
- 1.2 The placing of records in the custody of the Trust by indefinite loan, temporary loan or under Charge and Superintendence in no way alters the ownership of such documents.

### **2. Appraisal**

- 2.1 The Heritage Service reserves the right to return to the depositor any records deemed to be of insufficient historical interest. Records which fall outside the terms of the service's Collections Policy may be transferred to a more suitable repository or destroyed.

### **3. Preservation and Conservation**

- 3.1 The records will be stored in suitable environmental conditions which as far as is practicable conform to professional standards in particular to BS5454: British Standards Recommendations for the Storage and Exhibition of Archival Documents.
- 3.2 The records will undergo such conservation and restoration as is deemed appropriate by the Heritage Service.
- 3.3 Records in a fragile condition will be withheld from public access.
- 3.4 Records will be numbered with a reference code for their own safety and for purposes of identification.

### **4. Cataloguing**

- 4.1 The records will be listed and indexed to professional standards as part of the ongoing cataloguing programme. A copy of the list will be supplied to the depositor and to other bodies as considered appropriate e.g. National Register of Archives (Scotland) and the Historical Manuscripts Commission.

### **5. Access**

- 5.1 Records are normally available for public inspection under the supervision of the Heritage Service.
- 5.2 Dependant on their sensitivity and on whether they contain personal data, records may be subject to a closure period in line with appropriate ASLAWG guidelines.
- 5.3 Records may be temporarily removed from the collection for purposes of exhibition or any other valid reason on the authority of the Heritage Service.

### **6. Reproduction and Copyright**

- 6.1 When a collection is transferred to the Trust, all intellectual property rights held by the depositor are also transferred to the Trust unless it is specifically agreed otherwise at that time.
- 6.2 When copyright is transferred, the Trust may photograph, photocopy, digitise and microfilm records for educational or promotional use or for research or exhibition purposes.