



Deposit Agreement

Harris Manchester College, University of Oxford

This document records **with thanks and appreciation** donations given to Harris Manchester College, University of Oxford.

The Archive at Harris Manchester College exists to preserve, store and make available records of enduring value for use by the College and external researchers now and in the future. We accept deposits from individuals and organisations that enhance the collection development goals of the College Archive. This Deposit Agreement is designed for the benefit of both those making deposits ('the Depositor') and the College. Its purpose is:

- to gather information about each deposit, including the provenance of the items;
- to establish a clear understanding of the terms on which deposits are being made; and
- to document the transfer of ownership of deposited items.

1 – Depositor details

Title and name	
Organisation (if relevant)	
Permanent address	
Telephone	
Email	
Do you consent to your donation being publicly acknowledged?	

2 – Details of the records to be deposited

Description of items	
Dates of creation, if known	
Extent of deposit (number of boxes/files/items)	
Is more to be expected in the future? If yes, please give brief details	
Do you have any confidentiality concerns?	
Condition of items	
Provenance (please supply documentation if possible)	
Do you own the copyright, if known?	

3. Declaration on transfer

As the owner/acting on behalf of the owner [delete as appropriate] of the material being deposited:

- I agree that the details I have given on this form are correct.
- I agree that I am the legal owner of the material being deposited.
- I agree to the terms of deposit as set out in section 4 (unless expressly varied in writing).

- I agree to the full transfer of ownership of the records, and their copyright if owned by me, as set out in section 5.
- I agree that personal data about me will be maintained by Harris Manchester College for the purposes of providing a record of the provenance and history of deposited records and for the purposes of communication with the Depositor.

Signed by the Depositor	
Name (capitals)	
Date	

Deposit accepted with thanks on behalf of Harris Manchester College (staff signature)	
Name (capitals)	
Date	
Accession number(s)	

4 – Terms of deposit

- 4.1 Records are accepted as an outright gift to Harris Manchester College (see section 4 below) so that the College can confidently invest resources in their upkeep and care.
- 4.2 The deposit must be of original records, not photocopies, digital copies or photographs of the originals and these original items must be physically moved to the College.
- 4.3 The College pledges to keep the records in secure conditions and to administer and care for the deposited records according to established professional standards.
- 4.4 The College makes no charge for the deposit of privately-owned records, or for the arrangement, cataloguing or conservation of deposited items, but we are grateful for any gifts or bequests to fund such work.
- 4.5 The College reserves the right to return, dispose of or destroy any records that are deemed to have no historical value unless special conditions are agreed in writing in advance of transfer of ownership.

- 4.6 Deposited records will generally be made available for research by the public free of charge unless special access conditions are agreed in writing in advance of transfer of ownership.
- 4.7 In line with the College's responsibilities under the Data Protection Act 1998, records that contain information about identifiable living individuals will automatically be subject to certain access restrictions.
- 4.8 The College may be required to provide public access to information from the records under the terms of the Freedom of Information Act 2000.

5 – Transfer of ownership

- 5.1 Full legal ownership of the material deposited will, on completion of this Agreement by both parties, be transferred to Harris Manchester College.
- 5.2 In return for its commitment to store and preserve deposited material, all copyright and other related rights in the deposited items, if held by the Depositor, shall be assigned to Harris Manchester College for the whole of the remaining term.
- 5.3 In summary, College staff will assume responsibility for making all decisions about:
 - appropriate storage and conservation of the material;
 - how the material will be catalogued and referenced;
 - how, when, where and by whom the material may be accessed;
 - the circumstances under which digitisation, reproduction, quotation and/or publication (in any media) may take place; and
 - how the College administers its legal responsibilities with respect to Archival records.
- 5.4 The College will not be liable to the Depositor for any loss or damage to deposited material.

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