

LBBB Archive: Declaration of Gift Form

<p>Barking and Dagenham Archives and Local Studies Centre acknowledges the gift of the following material:</p>		
Special conditions:		
I am the owner of the copyright in this material (Please circle):	Yes	No
I am the copyright holder, and agree to assign the copyright as part of the gift process to LBBB Archive (Please circle):	Yes	No
I am not the copyright owner. The copyright owner is (or strike through if not applicable):	Name: Address:	
<p>I declare that I am the legal owner of this material and therefore empowered to make this gift. I agree to the terms of deposit listed overleaf and consent to the use of my personal data in line with the terms listed in the Data Protection notice below:</p> Name: Address: Tel: Email: Signature: _____ Date: _____		
<p>Received on behalf of the London Borough of Barking and Dagenham.</p> Name: _____ Position: _____ Address: Valence House Museum, Becontree Avenue, Dagenham, RM8 3HT Signature: _____ Date: _____		

Data Protection Notice. LBBB Archives will process your information according to the principles of the Data Protection Act 1998 & the General Data Protection Regulation 2018. We will use it solely for reference purposes in order to help with the management of the collections.

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TERMS OF DEPOSIT

1. Acquisition

1.1. LBBB Archive, on behalf of Barking and Dagenham Council, accepts both official and private records for their safe storage, care and preservation, and to make them accessible to the public under controlled conditions. Acquisition will be made only within the terms of our Management and Collecting Policy. A copy of this policy is available on request for inspection by the public.

1.2. Records can be received via statutory deposit, gift, purchase or bequest. Records purchased and those deposited as the result of a gift or bequest, become the property of the council and donors are encouraged to include in the gift any copyright which they may hold in the records. LBBB Archive no longer accepts material on long-term loan.

2. Preservation and conservation

2.1. All deposited records are stored in secure conditions which comply with the standards for the storage and exhibition of archival materials set out by BS 4971:2017 and BS EN 16893:2018, and all reasonable precautions will be taken to preserve the records from damage, loss or theft.

2.2. Records may undergo preventative preservation and/or conservation, as is considered necessary for their safe storage. This type of work will only be undertaken by qualified professionals.

2.3. Extremely fragile records may be withheld from public access.

3. Cataloguing

3.1. Records will be appraised and then listed and catalogued in accordance with LBBB Archive's Appraisal Policy.

3.2. LBBB Archive reserves the right to return to the depositor any records deemed to be of no historical interest, or, with the consent of the depositor (obtained at the time of deposit), to transfer them to a more appropriate place of deposit or to destroy them.

3.3. The ownership of and copyright in all catalogues, lists and other finding aids rests with LBBB Archive. A free copy of the list can be provided to the depositor on request.

4. Access

4.1. Records will be numbered with a unique reference code for identification and security, before they are made available for use by the public.

4.2. Records will be made available to the public for research during the advertised opening hours of the Archive Service and in accordance with the search room rules, and the principles and conditions of the Data Protection Act 1998, General Data Protection Regulations 2018, and the requirements of the Freedom of Information Act 2000.

4.3. LBBB Archive staff will comply with any common law or statutory provision governing public access to records.

4.4. Depositors may negotiate their own conditions of access at the time of deposit.

5. Reproduction and copyright

5.1. Copies of records may be supplied to members of the public, on payment of an appropriate charge, for use in private study in accordance with the current Copyright Act.

5.2. If a researcher requires a copy of a record that is still in copyright for the purpose of publication, they will be advised to seek the consent of the copyright owners.

5.3. LBBB Archive may copy records and make this copy available in the place of the original in order to further preserve the original.

5.4. Depositors may negotiate restrictions on reproduction at the time of deposit.

6. With-drawal of records on long-term loan

6.1. A depositor may temporarily withdraw their records at any time, having given reasonable notice of their intent to LBBB Archive.

6.2. A depositor may permanently withdraw their records at any time, provided reasonable notice is given to the LBBB Archive. During this period of notice, LBBB Archive reserves the right to copy the records and to make these copies available for private research. However, as the period of a long-term loan is understood to be a minimum of 50 years, a depositor permanently withdrawing records before this time will be required to contribute towards the costs incurred by LBBB Archive in storing, listing and conserving these records. Where records are withdrawn for sale, LBBB Archive requires first refusal to purchase the collection.