

ALFRED GILLETT TRUST
Archive and Library Deposit Agreement Form

The Trust subscribes to the Standard for Record Repositories (The National Archives, 2004), and is therefore required to keep a full written record of new archival deposits made to the Trust.

Accession Number:		Name/Reference Number of Collection:	
Name of depositor:	Name: Address: Tel: Email:	Owner (if different):	Name: Address: Tel: Email:

Type of Deposit. Please tick one box only:

Donation – I offer to donate the item(s) listed above to the governing body

Assignment of copyright – I further agree to assign copyright (where owned) to the governing body

Purchase – I offer to sell the item(s) listed above to the governing body (price sought £_____)

Loan* – I offer to loan the item(s) listed above for the use of the museum's governing body

There is a strong preference for outright ownership. The Trust will only accept deposits on loan subject to both parties agreeing terms (informed by the guidelines on loan deposits stated in the Trust's Archives Collecting Policy). Items will not be accepted on a permanent loan basis. Please **add further details about loan conditions, as proposed by the depositor, below (e.g. length of loan period).*

Are further accruals expected in the future?

Provenance of Collection – where possible please provide details on the following: name of creator; immediate source of acquisition or transfer; admin/biographical history of collection (e.g. place and date of origin, subsequent custodians/owners, related collections, existence of copies etc.):

Extent - e.g. number of boxes:

Scope and Content of the Collection – brief summary:

Existing Finding Aids and System of Arrangement – brief details:

Use of collections:
Subject to Trust regulations and Data Protection legislation, the Trust's collections are deemed open for use by the staff of C & J Clark Ltd and other bona fide researchers by prior appointment unless agreed otherwise with the depositor (see the 'Guidelines on making an archival deposit overleaf', which should be read alongside this document.)

Please specify your preferred terms in respect of this policy by choosing **any/all of following options** below:

- 1.** The depositor hereby authorises the Trust to make the material within this accession available and accessible to the staff of C & J Clark Ltd and other bona fide researchers, subject to Trust regulations and industry best practice.
- 2.** The depositor hereby authorises the Trust to make use of material within this accession within Trust exhibitions, subject to Trust regulations and industry best practice.
- 3.** The depositor hereby authorises the Trust to make use of material within this accession within external exhibitions, subject to Trust regulations and industry best practice.
- 4.** The depositor hereby authorises the Trust to reproduce material within this accession in adherence to current UK copyright legislation and Trust regulations. This includes digital surrogates.

Data Protection Arrangements (if applicable):
*Where the Depositor is the data subject of the material in the archival collection, **one of the following options** for access to the personal data of the Depositor must be selected:*

- 1.** The Depositor agrees that all personal and sensitive data covered by Data Protection legislation (during the lifetime of the Depositor) which is contained within this archival deposit may be made freely available to researchers.
- 2.** The Depositor agrees that all personal and sensitive data covered by Data Protection legislation (during the lifetime of the Depositor) which is contained within this archival deposit may be made freely available to researchers, but only on individual request to the Depositor by the researcher concerned.
- 3.** The deposit includes material which may be subject to Data Protection legislation. The Depositor has not given permission for this material to be made available to researchers. Therefore all or parts of the deposit may require checking prior to issue to researchers (when uncatalogued). Completion of the Trust's 'Reader Undertaking concerning Access to Archive Collections that would otherwise be closed (Data Protection)' is required before access can be made to researchers. Please **give full details** of the nature of this material below:

The Depositor cannot stipulate conditions of access over data relating to other subjects and/or individuals, as access to this type of data is governed by Data Protection legislation.

Surveying, Cataloguing and Weeding:
*The Trust will appraise material which it accessions, and reserves the right to return to the depositor or (if authorised) to dispose of material in duplicate or felt to be unsuitable for permanent preservation. Note that it may take some time from the date of accession to survey, catalogue and weed the material. Please specify your preferred terms in respect of this policy by choosing **one of the following options** below:*

- 1.** The depositor requests the Trust to endeavour to return material identified for disposal under the policy stated above.
- 2.** The depositor hereby authorises the Trust to dispose of material identified under terms stated above.

Additional Option – Please tick if required.
 The Depositor wishes the Trust to endeavour to inform the depositor prior to the disposal of any item identified under the policy stated above.

Further Comments:

Please note: *In some circumstances it will be necessary for the Trust to draw up a more detailed deposit agreement based on the initial information provided on this form.*

Signature of Depositor:	Receipt Date of Collection:
Name of Depositor:	Staff initials:
Date:	

5. It is the depositor's responsibility to collect item(s) described overleaf and left for identification within 4 weeks of the date of the form. In the event of the item(s) not being collected within that period, the Trust reserves the right to dispose of the item(s) as it thinks fit after a period of 4 months from the date of the form.

Special Terms of Deposit

In some individual cases, the Main Terms of Deposit may not be suitable or acceptable to either the Trust or to the depositor. Here, the Trust will endeavour to agree on suitable terms of deposit with the depositor, and will draw up an individual Agreement to reflect this. Otherwise, it is understood that completion and signing of the Deposit Agreement Form constitutes agreement to the main terms of deposit.

Copyright

Any copies or reproductions taken from the deposit will be undertaken in strict compliance with current UK copyright legislation. It is recognised that custody of the deposit does not constitute ownership of copyright, and that, when necessary, permission for will be negotiated according to usual Trust custom. There is a preference for copyright to be assigned where possible as part of the deposit.

Storage

The deposit will be stored in secure accommodation within the Trust's premises, where all reasonable steps are taken to preserve the deposit by protecting it from fire, flood and theft.

Cataloguing and promotion

Cataloguing of the deposit at collection-level will take place as soon as practically possible. More detailed catalogues and indexes will be compiled subsequently under the supervision of an Archivist, and weeding of the collection may occur at this point. Copies of finding aids will be made available to the depositor on request. The content of the collection will be publicised and promoted as deemed appropriate by the Trust, including online.

Contact details

For further details on making a deposit, please contact the Alfred Gillett Trust, at:

Alfred Gillett Trust
Box 1
40 High Street
STREET
Somerset
BA16 0EQ

Tel: (01458) 842557 or 444060

Email: archives@clarks.com

Opening hours: By appointment only

ALFRED GILLETT TRUST Archive and Museum

Guidelines on making an Archival Deposit

The Alfred Gillett Trust is responsible for the care of its library, archive, shoe and other heritage collections, administered by professional specialist staff under the supervision of the Board of Trustees.

General

When item(s) are left in the Trust's heritage collection for whatever reason, the second (pink) part of this form will be given to the depositor as a receipt. This must be presented when the item(s) are returned to the owner or their representative. Both it and the Trust's part of the form (white) will be signed by the person receiving the items to acknowledge their receipt in a satisfactory condition. The owner (or the owner's representative) and the Trust will retain their respective parts of the form.

Types of Archival Deposit

The Trust collects manuscripts and other materials in conjunction with the Trust's mission statement and the Trust's Collecting Policy. Where falling within the areas of collecting specialisation of the Trust, the Trust welcomes all enquiries from potential depositors of archive collections who are interested in depositing archival materials. The following types of deposit are used:

1. Outright gift: where ownership passes to the Trust
2. Purchase: where ownership passes to the Trust
3. Deposit / Loan: where ownership remains with the depositor, but where the archive collection can typically be accessed via the Trust

The Trust's preference is for Option 1. Options 2 and 3 are pursued only as a last resort in order to safeguard the preservation of a collection.

Main Terms of Deposit

No deposits are accepted on 'permanent loan'. Deposits (as in 3. above) are accepted in accordance with our Collections Policy. It is understood that the completion and signature of the Deposit Agreement Form constitutes an official agreement to the Main Terms of Deposit: these terms are as follows:

1. All deposits will be for a minimum length of 15 years, at which point the loan will be either renewed or will come to an end.
2. Subject to Trust regulations, the deposited materials will be made available for use by the staff of C & J Clark Ltd and other bona fide researchers (i.e. within the normal opening hours and in accordance with the Reading Room regulations).
3. In the event that the deposit (or parts of it) needs conservation work before it can be made available to researchers, it is understood that the depositor will reimburse the Trust with any such costs if/when the deposit is withdrawn from the custody of Trust.
4. The Trust will appraise all materials at the time of deposit by examining the collection for evidence of duplicate items or for items felt to be unsuitable for permanent deposit. The Trust will then dispose of the material or return it to the depositor, as indicated in the Deposit Agreement Form.