

Peterborough Archives Service

Guidelines Governing Gifts, Bequests and Deposits of Records

Last updated: November 2004

1. Introduction

The Peterborough Archives Services' 'Collecting Policy' provides a statement on the scope and range of material that the service will accept. Any potential donator or depositor of archive material should read our collecting policy first, to help to assess whether the records they are offering are suitable for the Peterborough Archives Service.

This document follows on from the collecting policy by providing details of the terms on which records coming into the service will be held.

2. Gifts and bequests

Records may be given or bequeathed to the Peterborough Archives Service, the ownership of the records thereby transferred from the donor to Peterborough City Council. Gifts or bequests constitute the most satisfactory method of preserving the records and making them available for consultation and research.

3. Deposit

Records may be deposited in the Peterborough Archives Service, ownership thereby being retained by the depositor or heirs at law, under the following conditions:

- 3.1 Records should be deposited for a period not less than fifteen years, except that they may be withdrawn temporarily within that period as specified in 7.1 below.
- 3.2 In exceptional circumstances (i.e. when an emergency temporary home for archive material is needed) it may be possible for material to be deposited in the service for a period of less than fifteen years. Such deposits will be at the absolute discretion of the Archives Officer and the arrangements will be individually determined.
- 3.3 The deposited records shall be made available for public use wherever possible subject to the statements laid out in 4.4 and 6. Any special conditions of access or closure of material imposed by the depositor must be agreed with the Archives Officer at the time of deposit. The Archives Officer reserves the right to refuse to accept material if these conditions or closures are deemed unreasonable.
- 3.4 The Archives Officer reserves the right to return to the depositor any documents deemed to be of no historical interest, or to destroy the same with the depositor's permission.
- 3.5 It shall be possible at any time to convert a deposit into a gift or bequest at the discretion of the depositor.

- 3.6 It is the depositor's responsibility to decide whether to make insurance arrangements for the material held in Peterborough Archives Service. Peterborough City Council will not hold itself liable for any loss or damage.

4. Preservation

- 4.1 The conditions under which all records shall be stored in the Peterborough Archives Service will not be less than those considered acceptable for the storage of Peterborough City Council's own records. As far as is possible, precautions are taken against damp, fire, vermin, illegal access and fluctuations in temperature and humidity control but under no circumstances will the City Council hold itself liable should records be damaged, lost or stolen.
- 4.2 All records may be photographed, digitised or microfilmed at the discretion of the Archives officer for security and access purposes. Copyright and ownership of such photographs and microfilms shall remain vested in Peterborough City Council at all times. In order to protect original records members of the public may be required to study available photographic, digital or microfilm copies.
- 4.3 All records may be marked with an identifying reference code.
- 4.4 Necessary conservation work on records may be undertaken when considered appropriate and practical by the Archives Officer. The Archives Officer reserves the right to withhold public access to records which are in a fragile condition.

5. Production of finding aids

- 5.1 All records placed in Peterborough Archives Service will be catalogued according to the practices current in the service, and copies of all finding aids will be provided to depositors, donors and to other appropriate individuals and organisations. As these finding aids may take some time to prepare, depositors will automatically be given a receipt which will include a brief description of the records at the time of deposit/donation.
- 5.3 In the preparation of finding aids, the degree of such work to be undertaken shall be at the discretion of the Archives officer. The copyright in such finding aids made, commissioned or undertaken by Peterborough Archives Service in respect of any records whether donated or deposited will be vested in the City Council, which is free to publish such works.

6. Access

- 6.1 Records, except where there is statutory provision to the contrary, are generally available to the public in the Peterborough Archives Service, under supervision, in accordance with the search room regulations. A depositor's right to impose special conditions of access or closures on the records is outlined in 3.3.
- 6.2 Records are available for consultation by the public free of charge. The service charges for research undertaken by staff on behalf of members of the public.
- 6.3 Subject to the requirements of the Copyright Acts, reproduction of records may be provided on request for members of the public, for the purposes of private study only, at the discretion of the Archives Officer. Further reproduction must not be made without application to the Archives Officer.

- 6.4 In the case of deposits, requests to publish records or substantial extracts from records in the custody of Peterborough Archives Service will only be on condition that due acknowledgement is made to the depositors; the person intending to publish the same will be advised that it is his/her responsibility to comply with the provisions of the Copyright Acts.
- 6.5 Records, whether deposited or donated, may be removed from Peterborough Archives Service for the purposes of exhibitions, lectures or other appropriate uses at the discretion of the Archives Officer and with proper provision for their security. In the case of deposited records, where a long-term removal from the direct custody of the City Council is contemplated the Archives Officer shall seek the written consent of the depositors.
- 6.6 Records may be transferred to another repository for the purposes of study at the discretion of the Archives Officer.
- 6.7 Any request for the production of deposited records for official or legal purposes shall be notified to the depositors.

7. Withdrawal

- 7.1 Records in Peterborough Archives Service deposited under the provisions of Section 3 above can only be temporarily withdrawn from the service in consultation with the Archives Officer for a period not exceeding three months. Such withdrawal will be discouraged when it relates to large volumes of material where the removal will cause unreasonable disruption to the operation of the service. Any agreed withdrawals will require a period of notice of at least ten working days.
- 7.2 Records in the Peterborough Archives Service deposited under the provisions of section 3 may be withdrawn permanently from the custody of the City Council, under the following conditions:
- 7.1.1 Any request for such withdrawal must be submitted to the Archives Officer in writing. The City Council will require a formal period of notice of at least three calendar months
- 7.1.2 The City Council may arrange for the preparation of a microfilm, photographic or digital copy of the records withdrawn, to be retained by the Council and made available to the public after the withdrawal of the records
- 7.1.3 The City Council reserves the right to require the depositor to make a payment of a sum equivalent to the cost of storing, conserving, cataloguing and administering the material incurred while the records were in the custody of the Council

8 Ownership

- 8.1 It is the responsibility of the depositor to notify the Record Office of any change of address or any change in title to the records. Communications relating to deposited records will be sent to the depositor or his/her appointed agent at the last known address. In the event of these being returned unacknowledged and following a lapse of ten years thereafter the liability of

the service to communicate with the depositor will be deemed to be discharged.

- 8.2 Where requests are made for the withdrawal of deposited records under the provisions of section 7 above, it will be necessary for the person(s) requesting withdrawal to be able to prove title to those records, or where withdrawal is requested by an agent or agents for the same to be duly authorised by a person or persons able to prove title to those records.