



## **ADVICE FOR DEPOSITORS OF ARCHIVES**

### **Local Heritage Service**

**Version 0.2**

## **LOCAL HERITAGE SERVICE**

### **Advice for Depositors of Archives**

- The Local Heritage Centre is the place of deposit for archive collections held by The Moray Council.
- The archives will be stored, catalogued, conserved in accordance with professional archive standards.
- Archives will be accepted as gifts, bequests, transfers (from the local authority), loans and deposits.
- Deposit, Gift or Loan Agreements/Receipts will be issued by the Local Heritage Service to the depositor/owner of the collection. An example of such a document is attached at Appendix 1.
- Private Deposits will be accepted on the understanding that the records will remain indefinitely with the Local Heritage Service but that ownership of the records is not transferred to the local authority.
- Private Deposits of archives which are withdrawn from the Local Heritage Service may incur an agreed charge based on storage costs, management and care of the collection for the length of time the collection remained with the service.
- Loans of archives will be accepted e.g. for exhibitions
- All acquisitions by the Local Heritage Service will be made available for public research and consultation by any and all interested parties without restriction.
- Where conditions of use are placed on access to a collection (e.g. closed for a number of years due to the sensitive nature of the records held) and accepted by the Local Heritage Service as part of the deposit agreement then these restrictions will be strictly observed.
- Data Protection and other access to information legislation will be observed.
- The archives will not be loaned to the public or removed from the custody of the Local Heritage Service.
- The archives will be made available to the public in the supervised searchroom of the Local Heritage Service.
- Archives held by the Local Heritage Service may be used by the Service for educational, exhibition and outreach purposes.
- The archives may be copied and distributed according to copyright rules.
- The catalogues of the archives will be made available at the Local Heritage Centre, via the internet and details of new accessions will be submitted to the National Register of Archives for Scotland as appropriate.
- The archives will be accessioned and the accession number noted in the terms of the deposit agreement
- Archives may be purchased with the agreement of the Principal Librarian (Central Services)

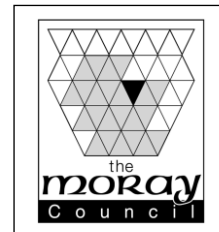
## Element 7 – Archiving policy and transfer arrangements

### Appendix 18

#### Appendix 1

#### Receipt/Deposit Agreement

**Moray Heritage Centre GB 229**  
Old East End School  
Institution Road  
Elgin  
IV30 1RP



**Telephone** 01343 569011 or **Email** [heritage@moray.gov.uk](mailto:heritage@moray.gov.uk)

<b>Accession Number</b>	<b>29</b>
<b>Title</b>	<b>Architectural plans by Alexander Anonymous, FRIAS, ARIBA, Chartered Architect, Elgin, Moray, Scotland, c. 1990 - 2000</b>
<b>Description</b>	Plans of houses, schools etc in Moray
<b>Date</b>	c. 1990 - 2000
<b>Extent</b>	16 rolls of plans
<b>Transfer method</b>	Gift
<b>Depositor</b>	Alexander Anonymous, Elgin, Moray
<b>Access conditions</b>	None
<b>Copy restrictions</b>	Not to be copied for commercial purposes
<b>Accession status</b>	Private business collection
<b>Accession category</b>	Gift

Signed .....

Date .....

**Element 7 – Archiving policy and transfer arrangements**

**Appendix 18**