

Element 7 Archiving Policy and transfer arrangements

Appendix 17



Deposit/Donation/Loan Form

Local Heritage Service

Version 0.2

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Appendix 17



The Moray Council LOCAL HERITAGE SERVICE COLLECTION POLICY

Deposit/Donation/ Form 1

This form records the provenance of collections offered to The Moray Council for the Local Heritage Service. Please amend as necessary.

Date of Deposit	
Name and Address of Person making deposit/donation	
Terms of deposit e.g. donation (gift), deposit (long term or short term loan where ownership remains with depositor)	
Any conditions attached to the deposit e.g. closed to public access	
Number of items deposited	
Permission to weed the collection	Please specify whether the heritage service can appraise and weed the collection Yes No
Disposal of the collection	Should the Heritage Service decide not to accept the deposit/donation. Please show your preference:- <ul style="list-style-type: none">• return the item to the depositor/donor• destroy the items
Additional Information e.g. physical condition	
Signature of depositor	

1 Data Protection Act (1998) The information collected on this form will be used only for the purpose for which it is collected and will be stored in an electronic database. The council will process your information fairly and lawfully and in accordance with the Data Protection Act 1998.

For the purposes of processing your personal information the Data Controller is The Moray Council. The nominated representative of the Data Controller is the Head of ICT Services. You have the right to obtain details of the personal information which The Moray Council holds about you – you should make a Data Subject Access request in writing to Corporate Policy Unit, The Moray Council, Elgin. A fee of £10.00 will be charged for a Data Subject Access request.

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Signature of staff member	
Library at which deposit made	
Date passed to Local Heritage Service	

Retain this form and pass to the Local Heritage Service with the collection

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Copy and give copy to person offering the collection to the Local Heritage Service

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