

Bidford Community Library (BCL) with BDHS

Archive Item Deposit Agreement

Date:

Accession Number:

(If Accepted)

Depositor details

Name:

Address

Contact Email Address:

Contact Telephone No.:

Tick: Gift

☐

Loan

☐

Purchase

☐

If a Loan:

1. The date for collection will be:
2. The depositor agrees that BCL and BDHS will have a right to copy the deposited material for purposes of research.

If a Gift or Purchase:

The depositor agrees the transfer of title to the Bidford & District History Society

BDHS is always grateful for offers of material of local historical interest. If, however, the material duplicates material already in the archives or is in an unsuitable condition or falls outside the scope of our acquisition policies then BDHS may not be able to accept it. Please indicate below if you wish to either authorise disposal without further notice or agree to collect the item once notified. If we do not hear from you within one month of notification being sent, the item will be disposed.

If BDHS is not able to accept the item:

I agree to its disposal

☐

OR I will arrange for it to be collected

☐

Description of deposited items (where found?/when found?/how used?/nature of the items/condition/where have they been kept until now?)

Signature of Depositor

Signature on behalf of BDHS

Date

Date

BCL: Please make a photocopy this form and give it to the donor