

Archive Entry Form

WATERSTON LIBRARY & ARCHIVE	EN
Governing Body: Scottish Ornithologists' Club	

Received from: Address: Tel. No.:	Owner (if different): Address: Tel No:
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DESCRIPTION OF ITEM/COLLECTION (note obvious damage & related information e.g. When, where or how was it found or used; names, dates & details of the people who made or previously owned it, etc. Continue on a separate sheet if necessary)

REASON FOR ENTRY (tick as applicable, and sign)

- Donation – I offer to donate the item(s) listed above to the archive's governing body.
- Loan – I offer to loan the item(s) listed above for the use of the archive's governing body for a period of months.

I confirm that the information given on this form is correct to the best of my knowledge and belief, & that I accept the terms and conditions listed overleaf.

Signed: _____ **Date:** _____

ARCHIVE SIGNATORY

Receipt of the item(s) described above is hereby acknowledged

Signed: _____ **Date:** _____

(on behalf of the archive's governing body)

RETURN OF OBJECT TO OWNER (tick as applicable, and sign)

I, the depositor/owner, acknowledge the return of the object(s) described above in a satisfactory condition following:

- the end of the period of loan the archive's governing body declining to accept the donation or loan of the item(s)

Signed: _____ **Countersigned** (the archive): _____ **Date:** _____

ARCHIVE USE ONLY:	
Transfer of Title No: TT	Accession No: AC

Conditions of Deposit

General

The archive will take the same care and precautions for the protection of the item(s) described overleaf, whilst they are in its custody, as it does for those in its permanent collections. Except in the case of negligence on the part of itself, its officers or employees, the archive's governing body does not accept liability for the loss of, or damage to, or deterioration in, the item(s) described overleaf.

When items are left at the archive for whatever reason, a copy of this form will be given to the depositor as a receipt. This must be presented when the items(s) are returned to the owner or their representative. Both the archive's copy and the depositor's copy will then be signed by the person receiving them to acknowledge their receipt in a satisfactory condition. The owner (or the owner's representative) and the archive will retain their respective copies of the form.

This form acts as a first receipt for material offered for loan, if accepted, loan items will be subject to a separate loan agreement, to which additional conditions (including a specific return date, and agreed valuation) will apply. Loans are never accepted for an indefinite period, but may be renewed.

Acquisitions

The archive has a collecting policy which limits those items which it may acquire. Not all offers of loans, or donations can be taken up. If the archive's governing body does not accept such an offer, the owner will be advised in writing. In the event of such items not being collected within 4 months of the date of this form, the archive's governing body reserves the right to dispose of the item(s) as it thinks fit.

Transfer of Title

In the case of the acquisition by the archive's governing body of the item(s) listed overleaf the owner (or person authorised to act on behalf of the owner) transfers to the archive's governing body absolute ownership of those items without condition other than that the governing body will hold the items on trust for use by it's archive for educational purposes to the public benefit and in accordance with general archival standards in force at the time of the gift.

Rights of copyright and reproduction are relinquished under a separate agreement (see Transfer of Title Form)

Special Conditions

If special conditions, additional to the above, are agreed between the archive and the owner/depositor, these should be recorded on a separate sheet, to which the owner/depositor and an authorised archive representative must both be signatories.