

# Special Collections

## Terms of Deposit: Manuscript Collections

Never Stand Still

Academy Library

This form is to be signed by a person depositing a manuscript collection to UNSW Canberra Academy Library, Special Collections. It describes:

1. The terms of deposit including type of deposit
2. Ownership
3. Access
4. Copyright conditions for the collection.

I am depositing a manuscript collection with UNSW Canberra, Academy Library Special Collections as detailed below. I confirm I am the owner/creator/ or have the authority to deposit the described collection with the Academy Library.

### DEPOSITOR DETAILS

Surname: .....	First names: .....
Residential Address: ..... .....	
Telephone: .....Email address: .....	
Postal Address if different to above: ..... .....	

### MANUSCRIPT COLLECTION DETAILS

Manuscript Collection Name .....
Name of Creator if different to depositor.....
Manuscript Number.....
Date of Creation .....
Is this the first deposit? If not details of previous deposit/s .....
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Extent (boxes, folders, metres) .....

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Provenance.....

Physical Condition – is the collection free of mould, insects, damp, dirt, and under what conditions has it been stored until now?

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Does the donation contain original/unique material? .....Yes/No Copies?..... Yes/No

Description of content (please attach index lists separately)

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**1. TYPE OF DEPOSIT**

I am depositing this collection as **(circle/underline one option)**:

- a) An outright gift
- b) A donation under the Cultural Gifts Program
- c) A purchase by the Academy Library

I agree that the Academy Library may not accept all or part of this material. If this is the case I would like:

**Circle/underline one option:**

- a) The material returned to me.
- b) The Academy Library to dispose of the material in an appropriate manner.

**2. OWNERSHIP**

I am transferring legal title and full custody and control of the collection to the Academy Library and agree the Library has the right from now on to make curatorial decisions in respect to the collection including preservation, storage, transfer and disposal measures.

**3. ACCESS CONDITIONS**

I acknowledge that the Special Collections at the Academy Library are available for use by students and staff of the University of New South Wales (UNSW) and by external researchers from outside the University as outlined in the 'Special Collections Access and Use Policy', and that the access conditions on each collection are applied in a uniform manner to all clients, without exceptions.

I agree to the following access conditions for the collection I am depositing:

**Circle/underline option/s for access.**

- (a) I assign all decisions over access to the collection to UNSW Canberra Academy Library. This means that UNSW Canberra will make all decisions on access from now on (no other options need to be selected).
- (b) The collection is to be open access. Any client may request to view the collection in the reading room.
- (c) The collection or parts of it are to be embargoed (closed) for a specific time period, which is no longer than 10 years. Please describe the embargoes: on what parts, for what reasons and for what duration below. Please note the UNSW Canberra Librarian may not agree to the deposit if the collection or parts of it are to be embargoed.

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**4. COPYING CONDITIONS**

Most clients using collections request copies. Copying is governed by the Copyright Act 1968. Copying includes photocopying, digitising, scanning, and photographing. Copying can be for one of three reasons: for an individual client for private study and research; for an individual client for publication; or by the library for public access. Copying conditions on each collection are applied in a uniform manner to all clients, without exceptions. The Academy Library prefers to acquire copyright from the owners so that in future researchers are not disadvantaged by difficulties in finding copyright owners.

You may or may not own copyright on the collection you are depositing. You will own copyright if you either created/authored the work as an individual or inherited the copyright ownership from the estate of the original creator/author. You may also grant copyright permissions if you are the authorised representative of an author or organisation.

I agree to the following copying conditions for the collection I am depositing:

**Circle/underline all relevant options for copying.**

(a) Where I hold the copyright on items I agree to assign it, that is transfer ownership of the copyright, to UNSW Canberra, Academy Library. This means the UNSW Canberra will make all decisions on copying from now on. *(No further options need to be selected).*

(b) Where I hold the copyright on items I agree to allow the Academy Library to copy items for public access. *(No further options need to be selected).*

(c) Where I hold the copyright on items I agree to allow:

Circle/underline those relevant

1. Clients to make copies for individual study and research without contacting me.
2. Clients to make copies for publication without contacting me.
3. Clients to request my permission to make copies for individual study and research.
4. Clients to request my permission to make copies for publication.

Where the donor does not own copyright in items the Academy Library will allow copies to be made as permitted under the provisions of the Copyright Act 1968.

Signature of depositor: .....	Date: .....
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**Authorisation by library staff:**

I declare that I have discussed these Terms of Deposit including access and copying with the depositor.

Signature of Library officer: .....	Date: .....
Printed name: .....	Position: .....

Scan and email form back to: [r.holley@adfa.edu.au](mailto:r.holley@adfa.edu.au) or mail hard copy to: Special Collections Curator, UNSW Canberra Academy Library, PO Box 7916, Canberra BC ACT 2610

Form last Updated: 23 July 2017