

## Records Management Office Documentation

Version	Date of Change	Notes	Editor
5.0	21/02/2019	Font up-dated	Maggie Peach
5.1	15/03/2021	Reviewed and slight amendments made	Phil Oakman

Terms of Donation to the University of Northampton Archive

## **1. Ownership of Records**

**1.1** The donor confirms that they are the legal owner of the records and undertakes to provide proof of ownership if requested by The University.

**1.2** The donor confirms they are free to donate the records to The University without breaching the rights (including copyright) of any third party.

**1.3** The donor confirms that by donating the records to The University they give up any ownership rights to them.

**1.4** By entering into the donation agreement the donor assigns any copyright in the records vested in them to The University.

**1.5** Ownership of such records and all associated rights and responsibilities are transferred by the donor to The University.

## **2. General**

**2.1** The University reserves the right to refuse records of no historical interest, or to transfer them to a more appropriate repository, or to destroy them. Where practicable they will be offered back to the donor prior to any destruction decision – if this is a requirement for you please make it clear as a condition limiting terms of donation.

**2.2** The University will not reveal details of the donor to third parties without their consent.

**2.3** The donor is responsible for notifying The University of any changes in contact details.

## **3. Conservation & Preservation**

**3.1** The records will be stored in a secure and suitable environment.

**3.2** The University will withhold access for public reference to fragile or unsuitable records until suitable remedial action has been taken.

**3.3** The University will endeavour to undertake appropriate measures of preservation and conservation and reserves the right to create copies of the records, subject to current copyright law.

## **4. Listing**

**4.1** The records will be listed as part of The University cataloguing programme.

**4.2** They may be marked with reference codes for purposes of identification, security and retrieval.

**4.3** If requested, and when available a copy of the relevant catalogue entries will be sent to the donor and to such other persons or bodies deemed appropriate. In any event the catalogue will be available to view on line.

**4.4** Copyright of all finding aids created by The University belongs to the University.

**4.5** Finding aids and other details from the collection may be published on the web.

## **5. Access**

**5.1** Subject to any statutory restrictions or periods of closure, the records will be made freely available to bona fide researchers as defined by the University Archivist and/or Records Manager.

**5.2** The records may be loaned to other institutions for the purposes of temporary exhibitions at the discretion of The University.

**5.3** Consultation of records will be in a supervised reading room during advertised opening hours and in accordance with the regulations for the use of The University archive.

**5.4** The Archive reserves the right to refuse access and donors may include specific individuals for the Archive to refuse access to their donations - please make it clear as a condition limiting terms of donation.

## **6. Publication, Reproduction & Copyright**

**6.1** At the discretion of The University copies may be provided to the public for study and research purposes in accordance with current copyright and data protection legislation.

**6.2** Permission to publish in full or in extract from records donated to The University will be granted at the discretion of the Archivist and/or Records Manager.

**6.3** The University reserves the right to publish donated records in whole or in part in University publications, on the web, or by way of other electronic formats unless stated otherwise in a donation agreement.

**6.4** All acknowledgments in publications or other media should be to The University of Northampton. The donor will not be individually acknowledged, unless specifically stated in the donation agreement.

## **7. Exhibitions & Lectures**

**7.1** Records may be required for exhibitions or to illustrate talks and lectures by University staff. They may be displayed in original or copy form at the discretion of The University.

## **8. Legal**

**8.1** The Agreement for Donation and Terms of Donation shall be governed and construed according to the law of England and Wales.

**8.2** For the avoidance of doubt, nothing in the Agreement or Terms of Donation shall confer on any third party any benefit or right to enforce any provision thereof.