



Terms of deposit

Please complete and return to: The Records Manager, National Geological Records Centre, British Geological Survey, Keyworth, Nottingham, NG12 5GG, Email: geodata@bgs.ac.uk, Fax: 0115 9363276

Depositor:

Organisation: _____

Address: _____

Tel / email: _____

Contact name: _____

Position: _____

Scope:

What is covered? _____

Ownership:

We are sole / joint owners of the records (please select)

Type of deposit:

(please tick appropriate box)

The BGS acknowledges that the copyright of the records is still vested with data donors or with the clients/organisations who commissioned the work unless transferred to BGS. When paper records are scanned, the copyright of scanned images will be jointly vested in BGS and the donor.

Transfer

Transfer of the physical custody of the information but not legal ownership.

Deposit / Gift

Transfer of the physical custody as well as legal ownership of the information.

Loan

Temporary transfer of physical custody of the information

Loan period

Copyright

Transfer of copyright ownership of the information.

Deposited:

(please tick appropriate box)

Under statute:

Voluntarily:

Access & use:

The NGRC is a 'Place of Deposit for Public Records'. As a National Archive it is in everyone's interest to make as much information available as possible.

The BGS uses the information to assist in its geological mapping programme and other research activities. Unless specifically instructed, where data is held on openfile, it will also be made available to external enquirers with the appropriate conditions of use (which includes the Exclusion of Liability, see Appendix 1). Please note that the data we provide is only raw data, and none of the advice or interpretative information is given to third parties.

BGS is required under EU Environmental Legislation and the Public Records Act to provide information about the availability of data. BGS will make its high level index available to enquirers. This will provide minimal information about the existence of data and their location, but other details will not be released. NGRC also follows the government open data policy and provides a significant amount of openfile records on-line.

If required, the BGS can maintain information on a Commercial-in-Confidence information basis for up to 4 years. Requirements beyond this period can be discussed and negotiated.

(please tick appropriate box)

Open-file: Confidential: Period: 1 2 3 4 yrs

Further information:

Confidential records: We wish to be contacted prior to release of records Yes No
 Our client must be contacted prior to the release of records Yes No

Contact details: *
 for release of records

Retention:

Priority will be given to unique versions of information. Copies will be taken but may be securely destroyed if converted to digital images.

If your records are to be removed from NGRC would you require their return? Yes No

If not, could they be offered to another NERC Centre? Yes No

Signature:

Date:

NGRC Use Only

Agreement no.:

* If commercial confidentiality is requested, images will not be passed to external third parties without the express permission of the data donor. However, by agreeing to these Terms of Deposit, you accept that, if the BGS feels it at their sole discretion appropriate, BGS may provide your contact details of donors (including personal information where it is the only means of contacting or identifying you) in order for third parties to request the release of records.