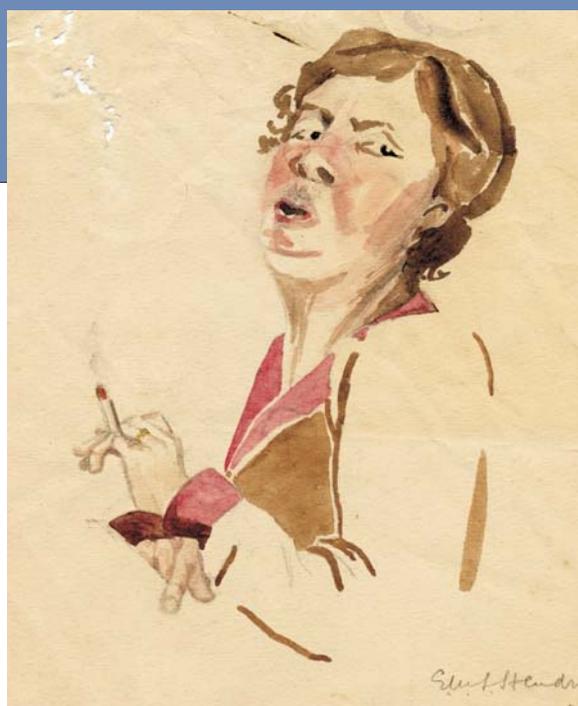


Deposit Procedure



BGS Archives

British Geological Survey, Keyworth, Nottingham, NG12 5GG

BGS Archives: Deposit Procedure

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1. Background

The British Geological Survey dates back to 1835 with the creation of the Ordnance Geological Survey. It became the Geological Survey of Great Britain and Ireland (1845-1906) and the Geological Survey of Great Britain (1906-1965). It merged with the Overseas Geological Surveys and became the Institute of Geological Sciences (1965-1984) before being renamed the British Geological Survey.

The BGS Archives hold a wide range of material relating to the history of British geological sciences.

2. Collection Policy

BGS Archives collects;

- administrative records of BGS and its predecessors, which cover UK operations
- administrative and scientific records of BGS, and its predecessors, covering overseas operations
- personal papers of BGS staff and other individuals associated with BGS
- personal papers of individuals or groups in related fields.

This includes photographs, film, and objects as well as written documents.

It does not collect;

- published material
- scientific records/data of BGS, and its predecessors, covering UK operations
- scientific papers/data of BGS scientists
- scientific papers/data of non-BGS scientists.

3. Donation Form

Upon acceptance of a deposit an archives donation form (internal or external) must be filled in. A copy will be given to the depositor as a receipt and a second copy is kept by the archives. This form contains a brief description of the records, basic terms of deposit, name and details of depositor and date deposit received. This should be read carefully and if anything is unclear the depositor should ask for further explanation before signing. (Copies of the donation forms can be found at the end of this document).

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4. Terms of Deposit (Internal)

4.1 Copyright

Copyright will be determined at the time of deposit. Depending on the nature of the material it may be owned by BGS or jointly owned between BGS and the depositor.

4.2 Preservation

BGS Archives will ensure that the material deposited is stored in appropriate archival conditions

BGS Archives will take all reasonable care to preserve records from theft, loss or destruction but beyond this will not be liable for any loss or damage.

4.3 Conservation

BGS Archives will be entitled to take any of the following actions in respect of deposited records:

To photograph, scan, microfilm or otherwise copy them as a conservation measure.

To number them in a non-permanent manner with a finding reference for their identification and safe-keeping.

To carry out such work in regard to the conservation of the records as is considered necessary to prevent deterioration.

4.4 Disposal

BGS Archives has the right to return to the depositor any records not judged to merit permanent preservation, or by agreement with the depositor, dispose of them. Details of this will be noted on the deposit form.

4.5 Cataloguing

Deposited records will be catalogued as part of BGS Archives' programme of cataloguing all collections in its custody and in accordance with the best current practice. A copy of the finished printed catalogue will be provided to the depositor, if requested. As there is a backlog of cataloguing it may not be possible to catalogue the records immediately.

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4.6 Access

BGS Archives will make the material available to researchers, subject to any restrictions agreed between the depositor and the archives and such disclosures as required by legislation e.g. The Data Protection Act (1998) , Freedom of Information Act (2000) and Environmental Information Regulations (2004).

Access to some records may be restricted if they are in need of conservation. Where possible, and the condition of the document allows, a surrogate copy will be created to enable access to the information even if the item is not accessible.

4.7 Exhibition

The depositor authorises BGS Archives to exhibit the material as it sees fit. Any such exhibition will not conflict with BGS Archives preservation policy and where possible surrogates rather than original documents will be used.

4.8 Copying

The depositor authorises BGS Archives to supply copies of material to researchers. Any such copying will not conflict with BGS Archives preservation policy.

4.9 Publication

If copyright is jointly owned then BGS Archives will not permit publication until the author has received permission to publish from the depositor.



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Access to some records may be restricted if they are in need of conservation.

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The depositor authorises BGS Archives to exhibit the material as it sees fit. Any such exhibition will not conflict with BGS Archives preservation policy and where possible surrogates rather than original documents will be used.

5.9 Copying

The depositor authorises BGS Archives to supply copies of material to researchers. Any such copying will not conflict with BGS Archives preservation policy.

5.10 Publication

The depositor authorises BGS Archives to permit publications at its discretion with full acknowledgement being made. In the event that a publication will be largely based on one collection of papers then the author should provide the archives and the depositor with a copy of the completed work. If the publication is to contain substantial direct transcriptions then the author will be advised to contact the depositor, via the archives, to get permission to publish.

5.11 Withdrawals

If the depositor wishes to withdraw material BGS Archives will impose such charges on the depositor as are appropriate to recompense for work undertaken to maintain the deposit.

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5. Terms of Deposit (External)

5.1 Accepting Deposits

BGS Archives will only accept deposits which are compatible with its collection policy.

BGS Archives will only accept deposits from those whose rights to transfer ownership have been established.

5.2 Copyright

Unless otherwise agreed the depositor assigns to BGS all copyright and intellectual rights in the material.

5.3 Preservation

BGS Archives will ensure that the material deposited is stored in appropriate archival conditions.

BGS Archives will take all reasonable care to preserve records from theft, loss or destruction but beyond this will not be liable for any loss or damage.

5.4 Conservation

BGS Archives will be entitled to take any of the following actions in respect of deposited records:

To photograph, scan, microfilm or otherwise copy them as a conservation measure.

To number them in a non-permanent manner with a finding reference for their identification and safe-keeping.

To carry out such work in regard to the conservation of the records as is considered necessary to prevent deterioration.

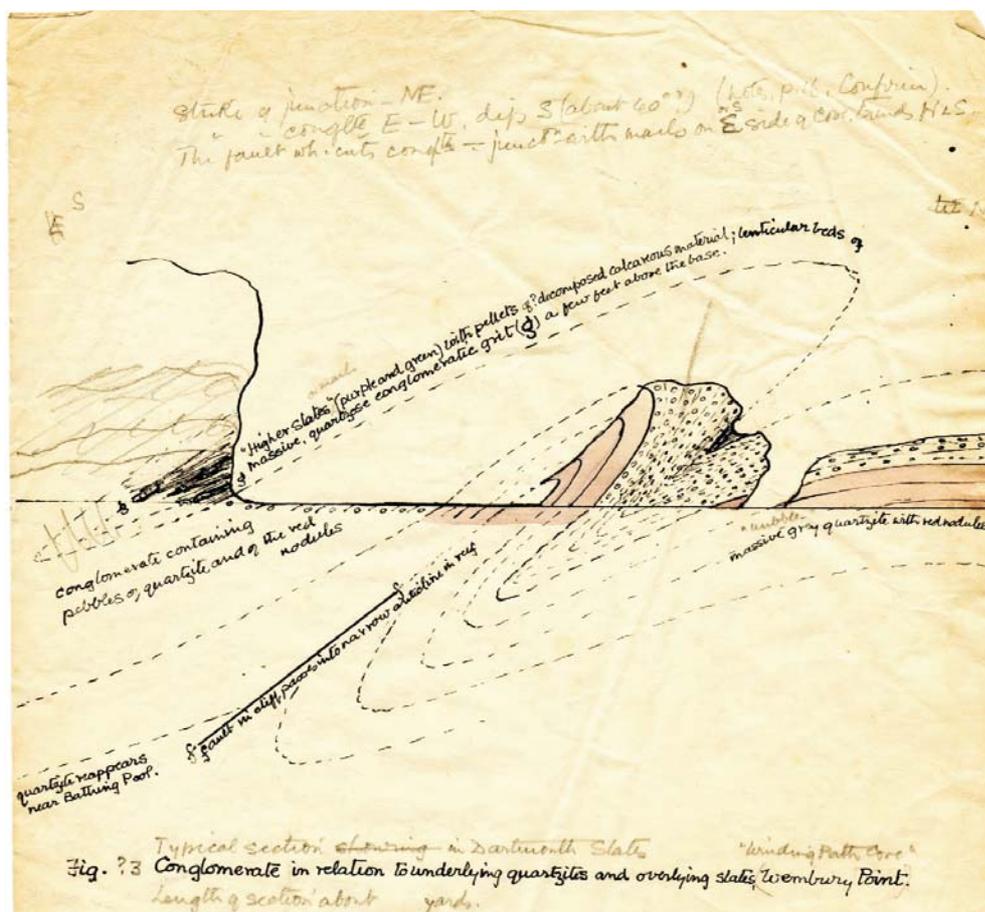
5.5 Disposal

BGS Archives has the right to return to the depositor any records not judged to merit permanent preservation, or by agreement with the depositor, dispose of them. Details of this will be noted on the deposit form.

BGS Archives: Deposit Procedure

5.12 Special conditions

Archives may be accepted for deposit on special conditions. If other arrangements are to be agreed upon then the standard terms will form the basis of negotiation.





BGS Archive Donation Receipt (Internal)

To be completed only for records created by BGS, or its predecessors. Records received from external sources should be recorded on the external donation form.

Donation Details	
Title:	
Date of Deposit:	
Number of Items:	
Description:	
Covering Dates:	
Creating department or unit:	
Background Information:	
Conditions of deposit and use:	
Depositor Details - Individual transferring physical items	
Name:	
Job Title:	
Directorate/Team	
Signature:	
BGS Archive Staff Use:	
Received by:	
Accession number:	



BGS Archive Donation Receipt (External)

Donation Details	
Title:	
Date of Deposit:	
Number of Items:	
Description:	
Covering Dates:	
Type of Deposit:	<input type="checkbox"/> Transfer - transfer of the physical custody of the information but not legal ownership.
	<input type="checkbox"/> Deposit / Gift - transfer of the physical custody as well as legal ownership of the information. By agreeing to this type of deposit the depositor transfers to BGS absolute ownership of those records.
	<input type="checkbox"/> Loan - temporary transfer of physical custody of the information.
	<input type="checkbox"/> Copyright - transfer of copyright ownership of the information. By agreeing to this type of deposit the depositor: <ul style="list-style-type: none">○ Transfers to BGS all right, title, interest, copyright and any vested, contingent or future IPR in the records.○ Waives, irrevocably and unconditionally, all rights to which the owner is now or may in the future be entitled in respect of the items listed overleaf pursuant to Section 77, 80 and 84 of the Copyright, Designs and Patents Act 1988 and any other moral rights to which the owner may be entitled under any legislation now existing or in the future enacted in any part of the World.
Conditions of deposit and use:	
Donor Details - Individual with ownership of items	
Name:	
Address:	
Signature:	

Depositor Details - Individual transferring custody

Name:	
Address:	
Signature:	

BGS Archive Staff Use:

Received by:	
Accession number:	

