

TERMS AND CONDITIONS OF DEPOSIT

Dundee City Archives accepts official and private records relating to Dundee both for the safe storage, care and preservation of the records and to make them accessible to the public under controlled conditions. This is in accordance with powers received under sections 53 and 54 of the Local Government etc. (Scotland) Act, 1994 and part 1, section 1 of the Public Records (Scotland) Act 2011. This document sets out the terms and conditions of deposit for records received either by outright **gift**, by **bequest** from an individual or by **deposit** on indefinite loan.

1 Ownership

- 1.1 Records received by gift or bequest to Dundee City Archives will become the legal property and responsibility of the Dundee City Council from the point of transfer.
- 1.2 Records deposited with the Dundee City Archives will remain the property of the depositor/depositing body. Depositors should notify Dundee City Archives of any change of address, and, if possible, indicate to whom the ownership of the documents should pass after his/her lifetime.
- 1.3 All records gifted to the Archives will be subject to the provisions of the Data Protection Act 1998, Freedom of Information (Scotland) Act 2002 and other legislation.

2 Appraisal

- 2.1 Dundee City Archives reserves the right to return any records to the depositor that do not fall within its Collections Policy. Some records may be transferred to a more suitable repository or destroyed, if permission is given to do so.

3 Preservation and Conservation

- 3.1 Records will be stored in secure store rooms. Access to these rooms is restricted to Archives staff.
- 3.2 Records will be marked with a reference code for their own safety and for purposes of identification.
- 3.3 The records will undergo such conservation as is deemed necessary by the Archivist. Records in fragile condition will be withheld from public access.

4 Cataloguing

- 4.1 All collections will be given a reference or added to a pre-existing collection reference.
- 4.2 Where possible, records will be listed and indexed to professional standards as part of the Archive Service's ongoing cataloguing programme. A copy of the list will be supplied to the depositor and to other bodies as considered appropriate e.g. National Register of Archives (Scotland) and The National Archives.

5 Access

- 5.1 Records are normally open for public inspection free of charge in the Searchroom in accordance with the Archive's Searchroom Regulations.
- 5.2 Some records may be subject to a closure period to respect confidentiality and to ensure compliance with the General Data Protection Regulations (GDPR).
- 5.3 Records may be temporarily removed from the Archives for purposes of exhibition or any other valid reason on the authority of the Archivist.

6 Reproduction and Copyright

- 6.1 When copyright is transferred, Dundee City Archives may photograph, photocopy, digitise and microfilm records for the purposes for private study, educational use or exhibition purposes.
- 6.2 If copyright is retained, Dundee City Archives will seek permission from the copyright owner before any copies are made. If 'fair dealing' permission is granted, copies may be made for personal research purposes only.