



PETERHOUSE COLLEGE ARCHIVE DEPOSIT AGREEMENT

PART ONE: TERMS OF DEPOSIT

1. Possible terms of deposit are set out of the Acquisition Policy.
2. Records which are deemed to be beyond repair or of no historical interest may be returned to the depositor or, with the consent of the depositor, transferred to a more appropriate place of deposit or destroyed in line with the Disposal Policy.
3. Peterhouse reserve the right to digitise or otherwise copy the records to preserve them. The ownership of such copies (surrogates) is vested in the Peterhouse Archives.
4. The records may be numbered with a finding reference for identification and security.
5. Records will be listed as soon as practicable as part of the programme of listing and cataloguing. The reference number will be provided to the depositor. The ownership of copyright in the lists shall be vested in Peterhouse.
6. Records will be available to the public during the advertised opening hours of the Archive.
7. In the case of a donation, the donor affirms that they have the legal ownership of the collection and the right to transfer it to Peterhouse Archives.
8. In the case of donation, the donor formally agrees to transfer legal ownership and physical custody of the materials, including future donations, to the Peterhouse Archive.
9. Restriction may be placed on the use of the records by agreement between the depositor and an Archivist (acting on behalf of the Peterhouse).
10. Peterhouse retains the right to refuse access to documents, for example, to those which are too fragile to use until they have been repaired or those closed in line with data protection and public records legislation.
11. Copies of records may be supplied to the public for private study in accordance with the Copyright Act in force at the time. It is necessary to ask permission for the document to be reproduced for publication. Fees could be applied.

PART TWO: AGREEMENT

Name:	
Address:	
Email:	Phone:

Description of deposit:	
Covering dates:	Extent:

Terms of Deposit (as agreed with the Fellow Librarian or Archivist at the time of deposit)	Tick one
Bequest	
Donation	

Condition/special requirement	Tick one
Open full access	
Closed: no access until _____	
Part Closed	
Other	

Special requirement – Women Exhibition 2024	Tick one
Open full access to the display.	
Part Closed to the display (specify which part will be closed)	
Other	

Date of deposit:
