

Royal Holloway, University of London Archives
Agreement for transfer of records as a gift

This agreement is made the ___ day of ____ 20__ between _____
(referred to in this agreement as “the donor”) of _____

_____ and Royal Holloway and Bedford New College, University of London (referred to in this agreement as Royal Holloway), regarding _____

It is hereby agreed that:

1. Ownership of the document(s) will pass from the donor to Royal Holloway.
2. Where known and held by the donor, copyright will pass from the donor to Royal Holloway.
3. The document(s) may be copied for use by Royal Holloway, or for researchers for personal use or wider publication, subject to copyright and publication declaration agreements.
4. Royal Holloway will be entitled to number the document(s) with finding references for their identification, and to carry out conservation work on them.
5. The document(s) will be made available to researchers during the advertised opening hours of the Archives and catalogue descriptions will be available 24/7 on IMu, our online catalogue.
6. The document(s) will remain in the safe custody of Royal Holloway and all reasonable precautions to preserve them from damage, loss or theft will be taken. Royal Holloway shall not otherwise be liable to the donor beyond this agreement for any damage, loss or theft.
7. Royal Holloway will not permit the document(s) to be removed from the Archives other than for temporary exhibition by Royal Holloway or other responsible bodies.
8. In the event of finding duplicate papers or items of limited historical value, Royal Holloway will confidentially destroy them or return them to the donor (Please delete as applicable.) In the event of finding items more appropriate for preservation in another repository, Royal Holloway will advise the donor of the options.
9. It is the responsibility of the donor to inform Royal Holloway of any change in contact details. Reasonable efforts will be made to contact the donor but in cases where this is not possible Royal Holloway reserves the right to dispose of or transfer material that is deemed unsuitable for long term preservation.

Signed (for Royal Holloway)..... Signed (for the donors)

Date

Date