

Redditch Local History Museum

Living Donation Deed

An agreement for the deposit of materials for permanent preservation and access between:

THE REDDITCH LOCAL HISTORY MUSEUM
(The Museum)

and

XXXXXXXXXX

(Depositor)

of

.....

.....

.....

Tel no

Email

Because:

1. The The Redditch Local History Museum (RLHM) has been established to build, preserve, document and make available for the public benefit historic documents and artefacts associated with Redditch and the surrounding area.
2. The depositor has agreed to deposit permanently in RLHM materials for preservation and usage (as defined below).

It is agreed that:

1. This agreement covers all materials deposited with RLHM by the depositor and any copies of them (part or whole) that RLHM may create in the course of its work.
2. RLHM will not use or allow any of the deposited material to be used for any purpose other than the purposes of the Archive as defined in clause 3 without the prior permission and authority of the **copyright** owner or their agents.
3. RLHM can make deposited materials or any copies of them accessible for:
 - Private viewing on premises approved by RLHM for the purpose
 - Include deposited materials for research, displays and exhibitions where deemed appropriate

- Make deposited materials available for viewing through RLHM’s website
- Make the material available for use in any educational context
- Make copies of the deposited material if it considers such copies necessary for the preservation or accessibility of the deposited material.

4. RLHM shall at all times use its best endeavours to ensure the preservation of the deposited material.
5. Depositors may have access to their deposited materials in order to make further copies for their own use. However, if this access puts the deposited material at physical risk, RLHM may restrict access to protect the material but will work with the depositor to find a way of achieving the desired outcome.
6. Deposited material is placed with RLHM in perpetuity. Should the depositor need, for any reason, to withdraw material from the archive the matter should be discussed with the archive’s director. Should withdrawal proceed following such discussions, RLHM reserves the right to make copies of the deposited material for the collection and prior to withdrawal. Such withdrawals will normally only be granted under exceptional circumstances.
7. RLHM is pleased to add associated materials to its existing collection of objects from a Depositor. However, while the depositor will receive a receipt for such items it is understood that when they are transferred to RLHM they become RLHM's property and will be used or disposed of as RLHM sees fit.
8. Upon my death, sole title to the material deposited with the RLHM, is confirmed as that of the RLHM.

Signed on behalf of the depositor (signature)
 (print name)
 (date)

Signed on behalf of RLHM (signature)
 (print name)
 (date)

Witnessed By (signature)
 (print name)
 (date)

Schedule of Material Deposited: