



Aberdeen Medico-Chirurgical Society

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Form of agreement for the gift or deposit of records/material

Accession number : AMCS

I,
Name of donor / depositor

of

- 1. give to the Aberdeen Medico-Chirurgical Society as an outright gift
- 2. deposit for the term of (to be reviewed after.....) with the Aberdeen Medico-Chirurgical Society
Delete where applicable

.....

brief description of material

I wish to retain / I wish to assign to the Aberdeen Medico-Chirurgical Society any copyright I hold in the material described above.
Delete where applicable

The following conditions shall also apply:

.....

Signed Signed

For and on behalf of the Aberdeen Medico-Chirurgical Society

For and on behalf of the donor / depositor

Date

Date

This form will be retained by the Society in accordance with the Data Protection Act 1998 in order to identify the owners of individual collections and any specific conditions agreed at the time of deposit. This information will not be passed to a third party without the depositor's consent. The original signed undertaking will be retained by the Society and a copy provided to the depositor.

Information for Depositors

Records are received either by outright gift or by deposit on loan, and a formal receipt issued. Once deposited, records are cleaned, stored, listed and made available for research.

Gifts

Where deposit is by gift, title will pass to the Aberdeen Medico-Chirurgical Society on such terms and conditions as may be agreed.

Deposits

Where deposit is made by loan, the ownership of the deposited records is unaffected, and the terms of deposit will be agreed in advance.

Appraisal

Aberdeen Medico-Chirurgical Society reserve the right to return to the depositor any records deemed to be of no historical interest, or which are outwith the terms of its collection policy. Alternatively they may, with the consent of the depositor, arrange to transfer such records to a more suitable repository, or to destroy them.

Storage and Preservation

Records will be stored in the Society's premises, under the same conditions as the Society's own records and other deposited records. Conservation work will be undertaken only on records deposited by gift. Records in a fragile condition may be withheld from production.

(Records may be numbered with a reference code for their own safety & for identification purposes.)

Cataloguing

Records will be listed in due course and a copy of the list provided to the depositor. Details of the records deposited will be added to the Society's catalogue, and included on the public website. Details will also be supplied to other bodies as appropriate.

Access

Records will be made available to researchers visiting the premises of the Aberdeen Medico-Chirurgical Society, and items may also be used in displays. Any special conditions of access by researchers will be established at the time of the deposit by gift or loan, with due consideration given to the statutory provisions contained in the Data Protection Act 1998 and the Freedom of Information (Scotland) Act.

Reproduction and copyright

Copies may be supplied to members of the public for research purposes, provided that such copying will not damage the records.

Copyright is restricted in terms of the Copyright Acts. Further reproduction will not be permitted without the depositor's consent unless previously agreed in writing.