

Donation Acceptance Form

About You:

I confirm I am the rightful owner of the materials described below and I understand and agree to the terms and conditions of the policy and I transfer ownership to Derby City Libraries.

Name:

Address:

..... Date:

Tel:..... Email:

Accepted by (on behalf of Derby City Libraries):

About Your Donation:

To help the library assess/process your donation, please tell us more about your item(s). Please complete the following section:

Description of material(s) (Not all fields may apply):

Author:

Title:

Description:

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Please tell us how these items relate to Derby? – For example, the records relate to a local organisation or company, or to a native of Derby. Please give as much detail as possible:

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Please tick the relevant check box

- 1. Are you gifting your items to the library with permanent transfer of ownership?
- 2. Are you loaning items for copying? The library requires a minimum loan period of four weeks to complete digital copying of your items. As soon as the copying work is completed, we will contact you to arrange a collection date.
- 3. Are you gifting digital files?

About Copyright

Please sign to accept ONE of the following statements:

1. Copyright not held

I am NOT the creator or copyright holder. I accept that the material cannot be re-used unless permission from the copyright holder is sought or until copyright has expired.

Signature:

You have now completed the form. Please return to a team member, thank you.

2. Copyright held – Digital files

I am the owner of the copyright in the digital files described above and I agree to allow the distribution and re-use of this work by Derby Local Studies Library and others as set out in the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International Licence: <http://creativecommons.org/licenses/by-nc-sa/4.0/>

Signature:

You have now completed the form. Please return to a team member, thank you.

3. Copyright held – Physical hard-copy materials

This copyright agreement acknowledges that:

1. I am the owner of the copyright in the item/s described below and that I have the right to grant a licence for the use of the item/s in the terms of this agreement.
2. I will indemnify Derby City Council against any successful claim brought against it by a third party for infringement of intellectual property rights in the item/s.
3. I agree to the reproduction of the item/s for the following purposes:
 - by Derby City Council in publications, exhibitions, or articles.
 - for personal use or educational projects by third parties.
 - for use in non-profit making research and publications by third parties.
 - for non-profit /educational electronic publication (Internet) by third parties.
 - for digitisation by Derby City Council (for preservation / access within library).
 - for electronic publication (Internet) by Derby City Council.
 - for commercial use, including publications, electronic publication and broadcast.

✓ Please tick as many boxes as appropriate

In consideration of you donating the item/s to Derby Local Studies Library, Derby City Council covenants with you to:

1. Use all reasonable endeavours to restrict the use of the item/s only to the purposes that you have specified above, and
2. Make every reasonable effort to ensure the safety of the item/s, although no responsibility can be accepted for theft or accidental loss or damage.

Your material can be acknowledged with your name on each reproduction, or can remain anonymous. ✓ Please indicate your decision by ticking the appropriate box:

Acknowledged Anonymous

If you wish to be acknowledged with a particular phrase, please provide your preferred wording:

.....

Signature:

Office use only Donation log number
Letter required Y / N
Date: