

Conditions of deposit

1. Introduction

Solihull Heritage & Local Studies Service accepts records of historical and local interest for care and preservation and for the use of the public. The service accepts donated and deposited items that meet the conditions of its Stock Acquisition Policy.

2. Ownership and Deposit

The Heritage & Local Studies service accepts records by gift, on loan for indefinite periods, or on loan on a temporary basis for an agreed purpose.

If records are deposited on loan, then ownership of the records remains with the depositor. It is the responsibility of the depositor to ensure that the Heritage & Local Studies Service is notified of any change of address and/or change of ownership of the records (whether by inheritance or otherwise).

If records are donated, then ownership of the records passes to the Heritage & Local Studies Service and the terms of deposit listed in this document do not apply.

3. Removal of records

If records are deposited on loan, then they may be withdrawn either temporarily or permanently by the depositor, his/her representatives or heirs at law, on written proof of their authority and following a minimum of one month's notice in writing to the Local Studies Librarian.

In the event of the permanent removal of records, Solihull Heritage & Local Studies Service reserves the right to levy a charge to compensate it for any expense incurred in storage, cataloguing or conservation work carried out on records before their permanent withdrawal.

Prior to the permanent removal of records from its custody, Solihull Heritage & Local Studies service may make microfilm or other copies of the records and may retain the records for a reasonable period to allow this work to be carried out. Ownership of these copies will be with Solihull Heritage & Local Studies Service, which will continue to make such copies available to the public.

If records are withdrawn for the purpose of sale, Solihull Heritage & Local Studies Service requires the first option to purchase items.

4. Storage and conservation of records

Solihull Heritage & Local Studies Service will take all reasonable precautions to ensure the security of records in its care and will be entitled in its absolute discretion:-

- to photograph, microfilm or otherwise copy items
- to number documents for identification and security
- to carry out conservation work when considered necessary by the Local Studies Librarian
- to restrict or withhold public access to items in a fragile condition, until any necessary conservation work has been carried out

5. Access

The records on deposit will be made available free of charge to the public for consultation in Solihull Heritage & Local Studies Service during the advertised opening hours. In order to increase the accessibility of records, copies of items may also be supplied to relevant branch libraries within the borough.

Subject to copyright legislation, copies may be provided to members of the public for the purposes of private study and research.

Records may be removed from Solihull Heritage & Local Studies Service for the purpose of exhibition, subject to the Local Studies Librarian being satisfied that reasonable security for the records is provided.

6. Publication

Solihull MBC may copy records for use in its own publications, provided that suitable acknowledgement is made to the depositor.

Requests for the private or commercial publication of records by members of the public, or by external organisations, will be permitted only with the consent of the depositor.

7. Liability

Whilst records are in the custody of Solihull Heritage & Local Studies Service, all reasonable precautions will be taken to preserve the records from damage, loss or theft. However, Solihull MBC will not otherwise be liable beyond this should the records be damaged, lost or stolen, whether this should occur during storage, public access, exhibition or whilst documents are temporarily withdrawn.