

Terms Of Deposit

1. We will give you a receipt for your records immediately after you deposit them.
2. We will sort and list your records according to their priority in our cataloguing programme.
3. We will provide you with one free copy of the list of your records.
4. Northumberland County Council is the owner and copyright holder in all such lists and other finding aids.
5. We will provide supervised access to your records for users in our Study Centre during our advertised opening hours.
6. We may restrict access to some records because: -
They are fragile or damaged
They are subject to a legal closure period.
7. We will allow users a single copy of any record for private study or exhibition provided that this does not infringe Copyright rules or damage the record.
8. From time to time we may authorise users to transcribe, reproduce, exhibit or publish records, provided that this will not infringe your or our rights.
9. It is your responsibility to value and insure your records.
10. You or your lawful heirs must inform us of any changes to your contact details or the title to the records.
11. You must give three months notice in writing to the Head of Collections before removing your records permanently from the Record Office. In such circumstances we reserve the right to charge for the cost of maintaining your records whilst in our care. We also reserve the right to copy them before returning them to you.
12. We reserve the right to digitise items from the collection and mount low resolution images in our electronic catalogue.

Sept. 2006