

## **Archif Menywod Cymru / Women's Archive of Wales: Terms of Deposit**

The Women's Archive of Wales is committed to the preservation of historical sources for women in Wales. Collections will be accepted for the Archive and placed on appropriate, recognised, Welsh repository. The appropriate repository will be that with the closest links, geographically or thematically, with the creator of the collection. Repositories reserve the right not to accept records which do not fulfil the criteria set out in their collecting policy. The choice of repository will be made in consultation with the owner of the records, the Women's Archive of Wales advisers and the repository concerned. The Women's Archive of Wales accepts the Terms of Deposit of the relevant repository. The repositories will regard the Archif Menywod Cymru / Women's Archive of Wales collections as deposits; ownership of collections will reside with the Women's Archive of Wales, which will maintain an Accession Register, entry in which will constitute the legal record of change of ownership of the collections. The Register will also record the physical transfer of the collection to a recognised repository.

The repositories undertake to:

- List all items under the heading of Archif Menywod Cymru / Women's Archive of Wales collections
- Preserve the collections in suitable conditions and provide physical security and any necessary conservation.
- Make them available to researchers, having regard to any agreed restrictions on access.
- Permit them to be temporarily withdrawn by the Women's Archive of Wales, subject to receipt of reasonable notice. In the event of permanent withdrawal, the costs incurred by the repository in storing, sorting and listing the collection may be requested from the Women's Archive of Wales.
- Produce lists and required finding aids to accepted professional standards, and provide a receipt for the records at the time of deposit.

### **Storage, Preservation and Access**

All reasonable precautions will be taken to ensure the security of deposited records. For the purpose of security, records may be numbered with a reference number for identification, safekeeping and security, and cleaned and preserved. Film and tape records may be transferred to an archival format if that is necessary to ensure permanent preservation. The collection will be listed, and copies of the list sent to the Women's Archive of Wales, and to the owner. A copy will be made available to researchers in the repository, and copies may, if appropriate, be sent to the National Register of Archives and made available on the Internet.

### **Copying and Publication**

Provided that it is consistent with the safety of the material, copies will normally be supplied to members of the public for private research. The Copyright Acts will be complied with and copies supplied may not be re-copied or published without additional consent.

No items may be published in whole or in part without the Donor's consent.

Acknowledgement of the owner's permission should be made in any published work.

Subject to agreement, this acknowledgement will be to Archif Menywod Cymru / Women's Archive of Wales at the repository concerned.

Unless the Donor specifically states that she/he is unwilling to allow press access to the material, television, newspapers and radio may use it to create publicity for the Women's Archive of Wales and the repository. Copies may also be used for exhibition and promotional purposes.

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