

Covid-19 regulations: Depositing archives and library books at Devon Heritage Centre

Devon Archives and Local Studies is happy to receive the deposit of archives and library books at Devon Heritage Centre. However, to ensure your safety and that of staff the following guidelines need to be followed.

Making an appointment

Please contact either of us first either by email or letter, so that we can discuss the proposed deposit. If you initially contact the centre by telephone, you will be asked to follow up your enquiry by email or letter.

Email: devonarchives@swheritage.org.uk

For archives: Jan Wood, Archivist, Devon Archives and Local Studies, Devon Heritage Centre, Great Moor House, Bittern Road, Sowton, Exeter, EX27NL, Devon

For library books: Kate Parr, Local Studies Librarian, at the same address

If emailing, please include details on the content of the collection, and the quantity. We will then advise you if they are suitable for deposit, or if they would best be deposited elsewhere. If archive material is to be delivered by hand, Jan Wood will also arrange a convenient time, when she will be available, for you to bring the documents to Devon Heritage Centre. She may also be able to make arrangements, by liaising with Kate Parr, for local studies deposits to be brought to the centre by appointment.

Please do not bring archive deposits or local history books to the centre without an appointment, as the relevant staff member may not be present to accept them from you. Under current conditions, new archive deposits brought in by hand will only be accepted by appointment on Monday and Friday, when the searchroom is closed to researchers, and Jan Wood is on duty.

If you wish to deposit digital archive records, either separately or together with hard copy archival records, please advise archivist Jan Wood of this, as these require separate guidelines, which can be forwarded to you before deposit.

Documentation required before Deposit

- Please complete the attached or enclosed form – titled a “Temporary Receipt for Deposit” - prior to your visit and either email a signed copy of the form to devonarchives@swheritage.org.uk before your visit (clearly including in your email the date and time of your appointment), or place a completed, signed copy of the form in the box/bag/package before posting or delivering the archival deposit. In the case

of some archive deposits, the form will be partially completed by Jan Wood before it is sent to you and you will need to add any missing information.

- If you are unable to download and print off a form attached to an email in order to complete it, a paper copy can be posted to you. If all else fails, please record all the information requested on a separate sheet of paper, and place this in in the box/bag/packet.
- If at all possible, please retain a copy of the completed form for your own records, as we won't be able to supply a photocopy of the form in the way that we normally do.
- It is also essential under current circumstances to make a handwritten or typed list of the documents, photographs etc. before you deposit them.
- Include additional written information about the collection, such as its provenance – i.e. its origins, and/or previous ownership.
- The list and additional information can either be sent together with the “Initial Receipt for Deposit” form, prior to deposit by email attachment or by post, or can accompany the collection when it is posted or delivered.
- If any of the documents contain sensitive personal information, and therefore may require restricted access, please also record this on the separate sheet.

Preparing the items for deposit

It is helpful if you prepare the archival items you wish to deposit in the following ways:

- It is preferable for documents to be removed from poly-pockets or plastic coverings of any type.
- Devon Heritage Centre will accept papers stored in ring binders or lever-arch files, as long as these are correctly labelled with the contents on the spine. However we prefer papers to be deposited in cardboard folders or wallets, labelled on the outside with their contents.
- Sort out and remove any duplicate items before you deposit the collection, leaving one good, clean example.
- Place documents securely in crates, bags or boxes which can be discarded by us after repackaging. We won't currently be able to return any crates, boxes or bags used to deposit documents.
- If the deposit is a couple of volumes, which will sit safely on top of each other, there is no need to box or bag these.

Arriving at Devon Heritage Centre

When you arrive with an archive deposit, the door to our own reception area will be closed. This is because the centre is currently closed to researchers on Monday and Friday.

Jan Wood, the archivist who deals with new deposits, will be waiting at reception at the appointment time arranged, in order to admit you and accept the deposit.

If you arrive early, you may try pressing the intercom button outside the reception door, and if a member of staff is available behind the scenes to answer this, they will speak to you and then notify Jan Wood of your early arrival. If you are delayed, and are late for your arranged appointment, but have a mobile phone, please ring the Devon Heritage Centre on 01392-888700, or ring the sorting room on 01392-888723.

If you cannot do this, please press the intercom button outside the reception door when you arrive.

Jan Wood will then bring a trolley to reception and ask that the deposit be placed on the trolley, in order to minimise personal contact and handling. Please stack items on the trolley securely, so that they will not slide off.

If you are unable to carry the documents to reception, please explain this and you'll be provided with a trolley to wheel to your vehicle.

As a precaution, new deposits will be quarantined for a period of time and you will be forwarded an official typed receipt once the material has been fully accessioned.

Devon Archives and Local Studies Service

Devon Heritage Centre, Great Moor House,
Bittern Road, Sowton, Exeter, Devon EX2 7NL
01392 888700

Email: devonarchives@swheritage.org.uk

Website: <http://www.swheritage.org.uk/devon-archives>

**INITIAL RECEIPT FOR DEPOSIT – from July 2020**

Date					
Depositor					
Depositor's address (where applicable)					
Name of agent/contact					
Address of agent/contact					
Telephone and email					
Details of documents					
Format of records (circle)	Paper	Digital	Photographic	Other	
Type of deposit (circle)	Gift/donation Generation	Loan *	Official Transfer *	Purchase	Internal
* The Service can publish, broadcast or exhibit images or transcripts of records deposited digitally or on loan, and grant such permission to third parties (circle)					Yes / No
Contact the depositor before the destruction of any records within the deposit (circle)					Yes / No
Copyright owner if relevant (if known) <i>(Name and address)</i>					
Copyright Restrictions (Please give details if relevant)					
I accept the terms and conditions of deposit. <i>(Signature of depositor/donor or agent)</i>					
DATA PROTECTION: The information on this form will be held and used by the South West Heritage Trust in accordance with the provisions of Data Protection legislation, for the purposes of performing a public task. See www.swheritage.org.uk/privacy-policy for our full privacy notice.					

Completing the Initial Receipt for Deposit Form

Date: If the records are being delivered, fill in the date on which the items are being brought to Devon Heritage Centre. If the records are being posted, leave this date field blank.

Name of Depositor: This is the owner of the documents, whether this is an organisation or an individual. In the case of an organisation, this may for example, be the name of a parish, a parish council, a society, a trust, a school, or a business. The name of the depositing organisation should then be recorded on the form.

In many cases the archivist will already have completed this field for you. If you are depositing your own personal records, or the personal records of another individual on their behalf, please record your/their name in this field. The names of parishes are expressed simply as follows – e.g. Dalwood Parish; West Teignmouth Parish; Exeter, St Matthew Parish.

Depositor's address, phone no. and email address

In the case of parishes, parish councils and an organisation without an office of its own, this is left blank.

An address is recorded instead under the agent or contact's details. Where a collection is being deposited or donated by someone else on behalf of an individual depositor, a depositor's/donor's address details should be completed.

Name of agent, contact or intermediary: This is the name of the person bringing or sending the items to Devon Heritage Centre.

Address, Phone and email: This is the address, phone number and email address of the person bringing or sending the items to Devon Heritage Centre.

Details of documents

This should include a brief description of the records being deposited, or the title/s of published material. Any further details on provenance [i.e. origins, and/or previous ownership] and any restricted access can be included on a separate sheet, if necessary.

Format of records: Please circle the relevant formats.

Type of deposit: Gift/donation (ownership will transfer to Devon County Council, and the South West Heritage Trust will become permanent custodians. The records cannot be withdrawn in the future by the donor or another person or organisation).

Loan (the depositor will retain ownership).

Official Transfer (we will advise you when you contact us before deposit, if the documents are classified as an official transfer)

Material (including published books and manuscripts) can only be offered to the local studies collection by donation.

Permission to publish/broadcast/exhibit images or transcripts

This must be made clear by the depositor (by circling yes or no) in the case of deposits on loan or transfer, or of digital media deposits. If yes is circled we then do not have to contact the owner of the collection in the future, when we wish to publish/broadcast/exhibit **images or transcripts** or when we receive requests from researchers for permission to do the same.

Contact the depositor before the destruction of records

Normally we have the right to weed/destroy and transfer collections deposited by gift.

However in some cases, we also request the right to weed records from collections deposited on loan, and this permission can be given by the depositor (by circling yes or no) on this form. Some documents deposited with us, for example, prove on examination to fall outside of our collections policy, duplicate our existing holdings or are not suitable for permanent historical retention. Please indicate 'Yes' if you would like these records to be returned to you, or if you would like us to contact you prior to further action. If you are happy for us to safely dispose of them, please indicate 'No'.

Copyright owner if known: If the copyright owner of photographs, manuscript or published material is known please record it here. If this is unknown, please leave blank.

Copyright Restrictions: Please note any relevant copyright restrictions; otherwise leave blank.

I accept the terms and conditions of deposit. To be signed by the donor, depositor, or contact/agent.

If you have any unanswered queries on completing the form or on the process of deposit, please contact Devon Heritage Centre and the archivist will be happy to discuss them with you.

Janice L. Wood
Archivist
19 July 2020

