



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

We are happy to receive the deposit of archives and library books at the Somerset Heritage Centre. However, to ensure your safety and that of staff the following guidelines need to be followed.

Making an appointment

Please contact us first either by email or telephone, so that we can discuss the proposed deposit.

Email: somersetarchives@swheritage.org.uk

Telephone: 01823 278805

If emailing us, 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. We will also arrange a convenient time to bring the documents to the Somerset Heritage Centre.

Please do not bring documents to us without an appointment, as a member of staff may not be available to accept them from you.

If you wish to deposit digital records please advise us of this, as these require separate guidelines, which can be found here: <https://swheritage.org.uk/somerset-archives/wp-content/uploads/sites/5/2019/01/SWHT-Guidelines-for-depositing-digital-records.pdf>.

Preparing the items for deposit

Please prepare the items you wish to deposit by following these guidelines:

- Remove all documents from poly-pockets.
- If they are stored in ring binders or lever-arch files, please remove these, and loosely tie the bundles together with string, or with elastic bands – if the folder had a title or useful information recorded on it, please note this on a clean sheet of paper placed at the front of the bundle.
- Remove any duplicate items, leaving one good, clean example.
- Place documents securely in bags or boxes. Any boxes will need to be stackable, so where possible please use boxes with lids, or ensure that documents do not protrude over the rim of the box. We will unfortunately be unable to return any 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.
- Please provide a list of the documents if this is possible.
- Include additional information about the collection, such as background and ownership. Please record this on a separate sheet/s of paper and place in the box or bag.
- If any of the documents contain sensitive personal information, and therefore may require restricted access please also record this on the separate sheet.

Temporary receipt for deposit

Please complete this form prior to your visit and either email a signed copy of the form to us 48 hours 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. A copy of the form and details on how to complete it can be found on pages 2 and 4.

If you are unable to complete the form, please record all the information requested on a separate sheet of paper, again placed in the box/bag. Please retain a copy of the completed form for your own records.

Arriving at the Somerset Heritage Centre

When you arrive please bring the documents to reception and explain that you have some items to deposit. If you are unable to carry the documents to reception, please explain this. A member of the Archive and Local Studies team will then bring a trolley to reception and ask that the deposit be placed on the trolley, where possible we will ask you to do this to minimise handling. Please stack items on the trolley securely, so that they will not slide off.

As a precaution, deposits will be quarantined for a period of time and we will forward on an official receipt once the material has been fully documented by us.

Completing the Temporary Receipt

Date: The date the items are being taken to the Somerset Heritage Centre.

Name of Depositor: This is the owner of the documents. For example, the Incumbent and PCC of the parish (e.g. Incumbent and PCC of Glastonbury St John), a parish council, a society, school, or business etc. If you are depositing your own personal records or the personal records of another individual, please record your/their name here.

Name of agent: This is the name of the person bringing the items to the Somerset Heritage Centre and will also be the person who will be sent the official receipt.

Address, Phone and email: This is the address, phone number and email address of the agent.

Details of documents: A brief description of the records being deposited, or the title/s of a publication. Any further details on provenance and access can be included on a separate sheet if necessary.

Format of records: Please indicate if the records are paper; digital; both; or other.

Type of deposit:

Gift (ownership will transfer to the applicable county council or unitary council)

Loan (the depositor will retain ownership)

Transfer (we will advise you when you contact us if the documents are a transfer)

Permanent Digital Loan (for all digital records)

NB. We can only accept library books as gifts

The Service has the discretion to grant or decline permission to publish, broadcast or exhibit images or transcripts of records deposited digitally or on loan (only to be completed for loans), please indicate Yes or No.

Contact the depositor before the destruction of any records within the deposit Some documents deposited with us 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'.

NB. Please be aware that if you would like any documents to be returned to you, we will retain them for one month from contacting you, if they are not collected after this time, we will dispose of them confidentially.

Copyright owner if known: If the copyright owner is known please record it here, if unknown please leave blank.

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

I accept the terms and conditions of deposit. To be signed by the agent.

If you have any queries on completing the form or on the process of deposit, please contact us and we will be happy to discuss them with you.

Somerset Archives and Local Studies Service

Somerset Heritage Centre, Brunel Way
Norton Fitzwarren, Taunton, Somerset TA2 6SF

01823 278805

Email: somersetarchives@swheritage.org.uk

Website: www.swheritage.org.uk/somerset-archives



TEMPORARY RECEIPT FOR DEPOSIT

Date				
Name of depositor				
Name of agent				
Address				
Phone and email				
Details of documents				
Format of records	Paper	Digital +	Both	Other
Type of deposit	Gift	Loan *	Transfer	Permanent Digital Loan ⁺
* The Service has the discretion to grant or decline permission to publish, broadcast or exhibit images or transcripts of records deposited digitally or on loan				Yes / No
Contact the depositor before the destruction of any records within the deposit				Yes / No
Copyright owner if known <i>(Name and address)</i>				
Copyright Restrictions (Please give details)				
I accept the terms and conditions of deposit. <i>(Signature of depositor or agent)</i>				
<p>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.</p>				

