

## Depositing material with LJMU's Special Collections, Archives and Cultural Collections

Thank you for considering depositing material with Liverpool John Moores University's Special Collections, Archives, and Cultural Collections ("SCACC"). These collections consist of rare, unique and/or distinctive books, archive materials and artworks. We collect items relating to Liverpool John Moores University ("LJMU")'s history and alumni, cultural activities in Liverpool, pop and counterculture in the UK, and LJMU's research priorities. We acquire material through gifts, bequests, purchases, and long-term loans ("Material").

### Terms and Conditions

Any Material acquired by LJMU is managed in line with our policies and procedures relating to collection care, documentation, and access. These have been created to ensure that Material is preserved and kept securely while also being available to LJMU students, staff and the public for learning, research, and enjoyment. Our policies and procedures also ensure our collections are managed in compliance with relevant legislation, including the Freedom of Information Act 2000, the Data Protection Act 2018, and the Copyright, Designs and Patents Act 1988.

If you wish to deposit Material with SCACC, you will be asked to complete a [Deposit Form](#). This form asks for information about: the person depositing the Material; the creator of the Material; a description of the Material, (including the creator name, quantity and type of Material, size and condition of the items, and date range); and the Material's copyright status.

Except in the case of gross negligence on our part, LJMU does not accept liability for loss of, or damage to, or deterioration in any Material transferred to SCACC. We will review the Material once it has been transferred to LJMU. If any items fall outside the SCACC's collecting remit, we will return them to you or, with your agreement, dispose of them appropriately.

If you are gifting, bequeathing, or selling the Material to LJMU, you are transferring ownership of the Material and any rights of copyright or reproduction you hold in respect of the Material to LJMU. This means the Material becomes the legal property and responsibility of LJMU from the point of transfer.

If you are depositing Material with LJMU on a long-term loan basis, you warrant that you are the sole owner of the Material. You will retain ownership of the Material, and the following will apply:

- You warrant that you will not dispose of the ownership in the Material during your lifetime.
- You must inform LJMU of any changes of address and, if possible, indicate to whom ownership of the Material will pass after your lifetime.
- The initial loan period is a minimum of 30 years. Where material is removed for sale, LJMU requires first refusal to purchase the material.
- Material may be temporarily removed for up to 3 months in any 12-month period. Notice of 20 working days will be required by LJMU in respect of requests for a temporary removal of items.
- Any additional, related Material will be offered in the first instance to LJMU.
- LJMU may exhibit the Material in original, digital or copy form and include low-resolution images of the Material in its online catalogue, webpages, and social media content.
- LJMU may provide copies of the Material to enquirers for their own private study, non-commercial research, and for the purpose of teaching, criticism and review. Any requests to reproduce Material for other purposes will be passed on to you.

## LJMU Deposit Form

Depositor
Name
Address
Telephone Number
Email

Material
Creator, date, quantity, media, size, and condition
Provenance
Copyright holder(s) (if known)

Accession Type (please tick)
Gift <input type="checkbox"/> Bequest <input type="checkbox"/> Purchase <input type="checkbox"/> Long-term loan <input type="checkbox"/>
Declaration
I agree that the information given on this form is correct. I have read and understood the conditions related to depositing Material with Special Collections, Archives and Cultural Collections. I confirm that I am the owner of the Material and that I have authority to deposit this Material with LJMU's SCACC.
Depositor's Signature: _____ Date: _____
Signed on behalf of LJMU: _____ Date: _____
Name and Position (capital letters):