



# Accession Form Guidance

## *Why do we ask you to fill out an Accession Form?*

Accession is the process of transferring legal and physical control of archives from the creating agency or donor to the archival institution; in this case the Jane Cameron National Archives (JCNA). It also refers to the archive materials that have been transferred to the archival institution at one time.

As well as being an administrative record, the Accession Form serves as a written agreement between the donor of the deposited item(s) and the JCNA. The details provided also give valuable context that support the full accession and cataloguing process that the item(s) will undergo to become part of the JCNA collection.

## *What do I need to do?*

Before completing the Accession Form, depositors must have discussed the items concerned with the Archives staff beforehand (whether by email correspondence or in person).

### **Depositing items in person at the JCNA:**

We would require you to book an appointment, and would go through the Accession Form with you in person at time of deposit.

### **Sending items from overseas:**

We recommend postage of documents by registered mail, or sending through known freight-forwarding providers such as Richard James International Ltd or South Atlantic Trading Ltd (SATLAN).

Once a posted item is received, the Archives team will contact you to confirm receipt, and send the Accession Form for you to complete and approve. Where possible they will have already filled in the deposit information for the items.

## *What details do we require?*

### **Contact Information**

We ask for the contact details of the depositor. This information is collected for internal administrative purposes, in case we ever need to contact you concerning the deposited item(s). This may be to discuss copyright, reproduction conditions, or disposal options indicated in the accessions form by the initial depositor.

For example, a research request may have been received asking permission to use a particular copyrighted photograph in a publication or presentation (with the appropriate citations).

If contact details should change, then please let the Archives staff know.



## Information about the deposit

This section provides contextual detail and management information about the item(s) deposited including:

- Description of contents
- Extent- how many records there are
- Medium- type/format of record, e.g. paper or digital file
- Covering dates- the time period that the records cover
- Physical Condition
- Contextual information- background concerning the contents and/or the creator or depositor of the records. We would also make reference to other records in our catalogue that could be linked in terms of people/ organisations/ events/ other historical context
- Type of deposit- whether the depositor is gifting, transferring (for Government departmental records) or loaning\* the item(s) to the JCNA

\*The JCNA rarely accept material on long-term loan. Exceptions may be considered for specific purposes or periods however, proposed use would be communicated to depositors at time of deposit.

## Copyright

Indicate if copyright is transferred to the Jane Cameron National Archives.

Our preference and recommendation is that **copyright is transferred to the JCNA**. This gives the JCNA flexibility to reproduce and manage usage of the record. If copyright is not transferred, this can add restrictions that prevent researchers from for accessing or using material for educational research purposes.

If you choose not to transfer copyright, please provide the details of who will hold copyright for the items in question (whether that is yourself or another family member/chosen individual) for us to use if queries are made concerning use of the record.

### ***Copyright Credit***

Here you would indicate how you would like the copyright citation to appear, e.g. the record creators name [Joe Bloggs Collection] or family name [Joe Bloggs Family Collection].

### ***Restrictions imposed for governing reproduction***

Here you can stipulate how your copyrighted item(s) can be used by the JCNA, e.g. if you grant permission for images to be used in displays or shared for research purposes.

The JCNA will highlight when copyright is not held by the JCNA and acknowledge appropriate copyright information clearly to researchers so that records are accessed and used in line with instructions given. However it is the researcher's responsibility to correctly acknowledge copyright in their own work.



## Access Conditions

This section details the access conditions that you wish to be applied to the deposited item(s).

### ***Time period***

- Open- if material can be made available to researchers straight away
- Closed for a period of time- material has restrictions and will only be available after closure period has expired

If you do wish for the deposit to be closed for a specific period of time, we ask you to provide us with further details around the reason for the restriction being imposed.

### ***Reason for restriction***

This could be because of:

- Personal or sensitive information concerning living people
- Commercially sensitive information (for government records)
- Not wanting certain details to be disclosed in reproductions or to the wider public, e.g. made available on the website

### ***Restrictions imposed***

Whether restrictions apply to the whole, or part of the collection deposited, and what those restrictions are. This will also indicate the point or time period that restrictions would expire.

## Conditions for disposal

If material is outside the remit of the JCNA's Collections Development & Acquisition Policy, items would be removed from our collection. Please note, **disposal does not mean destruction**, and the procedures would be part of our de-accession process.

De-accessioning is the act of removing archival or other resource materials permanently from the physical control and legal ownership of the archival institution. Asking you to indicate your preference for disposal enables us to complete the de-accessioning process and documentation.

### ***Options for disposal are:***

- Return to the depositor
- Secure destruction
- Offering to another organisation, e.g. the Falkland Islands Museum & National Trust

### ***Permission required***

This allows us to confirm arrangements prior to carrying out the disposal option that has been selected. We would only ever destroy a record if permission had already been granted to do so.

## Signatures

Here both parties sign and date the form to indicate acceptance of the detail and content of the Accession Form. We can provide the form in a pdf format, with an e-signature option for depositors completing the accession form from overseas. Both parties will have a copy of the form.