



# Deposit Receipt

For use when items are being put into the care of the KWVR Archive and Collections

### Details of deposit

**Type of deposit** (delete as appropriate):

Gift    Loan    Transfer Purchase

**Format of deposit** (delete as appropriate):

Paper    Digital    Both

Title of deposit

Brief description of deposit

### Depositor Details:

Name	
Address	
Email	
Phone No.	

### Copyright Information:

To the best of your knowledge are you the owner of the Copyright/Intellectual Property Rights of this Material?

**YES / NO / DO NOT KNOW**

If yes please select ONE of the following options

1. I/We pass all copyright to the KWVR.
2. I/We authorise KWVR to grant copyright on my/our behalf.
3. I/We are prepared to follow the rules for copyright as set out in the Copyright Designs & Patents Act stating one copy of a document is allowed if it is for private study/research purposes, provided the item has not been published prior to deposit BUT for any other copyright issue, must be contact for permission.
4. I/We refuse all copyright permission and must be contacted on every occasion.

### Agreement for appraisal and future use of items deposited:

Can KWVR use the items for internal exhibitions and display?

YES / NO

Can KWVR use the items for external exhibition and display?

YES / NO

Are you happy for KWVR to destroy/move on/sell to raise funds any unwanted items (e.g. duplicates, items outside the collections policy)

YES / NO

Do you require KWVR to return any unwanted material

YES / NO

Signature of depositor

Signature and Name of Staff/Officer