

Manchester Libraries, Information and Archives

Terms of Agreement for the Deposit of Records

Manchester Libraries, Information and Archives is interested in receiving for care and preservation and for use by the public documents of relevance to all aspects of past life in the City.

It collects records relating solely to the City of Manchester and the diocesan records and parochial records of the Diocese of Manchester.

1. Statutory Powers

Manchester Libraries, Information and Archives is:

- (i) the authorised archive service for the custody of the official records of Manchester City Council and its predecessor authorities under the terms of the Local Government Act, 1972.
- (ii) designated by the Bishop of Manchester as the Diocesan Record Office for diocesan records and for parochial records of parishes within Diocese of Manchester
- (iii) empowered to purchase records which appear to be of local interest, and to accept the deposit of and gift of records which appear to be of general or local interest, in accordance with the provisions of the Local Government (Records) Act, 1962.
- (iv) Approved by the Public Record Office as the agent of the Lord Chancellor for the deposit of specified classes of public records under the Public Records Acts, 1958 and 1967.

2. Deposit

Records deposited on indefinite loan in pursuance of any of the powers referred to in paragraph 1 above, shall be subject to the following terms:

- (i) In these terms of agreement, the word “depositor” shall mean either the person who places documents on deposit, or his lawful heir or successor in title, as the context demands, and the word “Council” shall mean Manchester City Council its successors, or any other local authority who shall, from time to time, be obliged, by statute or otherwise, to keep and preserve records.
- (ii) By the term “deposit” it is understood that the party named as the depositor has placed the records listed in the schedule in the custody of the Council, but that this in no way alters or otherwise affects the ownership of the records. It is further understood that while the period of custody is herein unspecified, the records shall remain deposited in the custody of the Council for a period sufficient to justify the Council’s expenditure on storage, cataloguing and conservation. In normal circumstances, this would be for a minimum of 25 years.
- (iii) Documents may be reclaimed by the depositor on the terms specified in paragraph 8 below.
- (iv) The Council reserves the right to return to the depositor any records deemed to be of no historical or administrative value, to destroy ephemeral material with the depositor’s permission, or to transfer records to a more appropriate place of deposit.
- (v) Any change in the name or address of the owner or depositor of the records shall be notified to the Archives+ Heritage Collections Manager – Manchester Libraries, Information and Archives, Central Library, St. Peter’s Square, Manchester, M2 5PD. The Council will not accept responsibility for any consequences which may arise from the failure to notify such changes.

3. Preservation

- (i) The records will be stored in reasonably secure, dry and fire-proof accommodation and in conditions not less favourable than those considered acceptable for the storage of the Council's own records.
- (ii) The Council will take all reasonable precautions to preserve the records from damage, loss or theft but shall not otherwise be liable beyond this to the depositor for any damage to or loss or theft of them during the deposit period. As the documents are unique and irreplaceable, the Council does not insure them.
- (iii) If the Depositor wishes the items on deposit to be insured against any risks whatsoever, the Depositor shall be responsible to take out such insurance and shall be responsible to discharge the costs thereof.

4. Conservation

The Council will be entitled in their absolute discretion to take any of the following actions in respect of the deposited records:

- (i) To photograph, microfilm, digitise or otherwise copy them; the ownership of and copyright in all such copies to be vested in the Council. Where microfilming is to be undertaken by the Genealogical Society of Utah permission from the depositor will be sought first.
- (ii) To number them with a finding reference for their identification and safe-keeping.
- (iii) To carry out such work in regard to the conservation and/or restoration of the documents as may from time to time be considered desirable and practicable by the Archives+ Heritage Collections Manager.
- (iv) To withhold public access to them if in a fragile condition until all practicable and necessary conservation work on them has been completed.

5. Cataloguing

The records will be catalogued as part of Manchester Libraries, Information and Archives programme of cataloguing all collections in its custody and in accordance with the current practice. A copy of the catalogue will be provided free of charge to the depositor and to such other persons as the Archives+ Heritage Collections Manager considers appropriate. The ownership of and copyright in all such catalogues and other finding aids shall vest in the Council.

6. Access

- (i) Subject to any exemptions agreed in paragraph 6(ii) and (iii) below, the records will be made available with or without charge to the public for purposes of research in the supervised search room during advertised opening hours and in accordance with the Council's registration requirements and regulations.
- (ii) Documents in our care are subject to the terms and provisions of the Data Protection Act, 1998. In cases where this applies the depositor must choose to remain the Data Controller or not.
- (iii) Depositors may negotiate their own alternative closure period should they wish to do so.
- (iv) Having regard to the provisions of the Copyright Acts for the time being in force, copies of records may be made by or supplied to members of the public, on payment of an appropriate charge, for use only in private study. Copies will not be provided or allowed to be made if it is considered that the process will in any way damage the original document.
- (v) Where it is known that a researcher is likely to publish the results of his/her work he/she is advised that use of the manuscripts must be appropriately acknowledged. If there are to be passages of direct transcription in the

published work, beyond the use of standard short quotations, the researcher is advised that permission from the owner to publish is required through Manchester Libraries, Information and Archives.

- (vi) The temporary removal of deposited records from Manchester Libraries, Information and Archives for any period not exceeding three months for the purpose of exhibition or other valid reason may be allowed with the consent of the Archives+ Heritage Collections Manager on his/her being satisfied that proper provision will be made for their security. Any longer term removal from Manchester Libraries, Information and Archives will only be allowed with the depositor's consent.
- (vii) Any request for the production of the records which the Archives+ Heritage Collections Manager has reason to believe may lead to their use in legal proceedings will be notified to the depositor and shall not be granted without the depositor's consent, except where a court orders their production.
- (viii) The Council may use reproductions of the Documents for outreach, promotion and education purposes with appropriate acknowledgements, including on its own and on third-party websites.

7. Temporary Withdrawals

The depositor may withdraw records temporarily for exhibition or other purposes. In these circumstances, prior notice should be given to Manchester Libraries, Information and Archives. The depositor is asked to make proper provision for the security of the documents during the period of withdrawal. If the documents are to be put on display, depositors are advised that satisfactory environmental conditions should be maintained.

8. Permanent Withdrawals

- (i) The depositor may exercise his right to reclaim the deposited records at any time, after giving at least two calendar months' notice in writing to the Archives+ Heritage Collections Manager. It may be possible to return small deposits in a shorter period.
- (ii) During such period of notice the Council will be entitled to copy the records by such method as is deemed appropriate by the Archives+ Heritage Collections Manager and to retain the copy as the property of the Council after the removal of the records. The Council will continue to make such copies accessible to the public, subject to the conditions and limitations set out in paragraph 6 above, save only that publication, in whole or in part, will not be allowed without the depositor's consent.
- (iii) The depositor or any other person requiring removal of the deposited records whether temporarily or permanently must, whether an owner or agent, prove their entitlement to receive the records to the satisfaction of the Council.
- (iv) A depositor withdrawing records permanently may be required to contribute towards the cost invested by the Council in the collection's storage, cataloguing and conservation. Such sum to be determined by the Council in its absolute discretion.
- (v) Where records are withdrawn for sale, the Council requires the first option to purchase the collection.

9. Parish Records

In the case of records belonging to and deposited by the Parochial Church Council of an ecclesiastical parish within the Diocese of Manchester, it is to be understood that they will be held in accordance with the terms specified in the Parochial Registers and Records Measure, 1978, as amended 1992, and that nothing in these terms of agreement shall be deemed to override or countermand the terms of that measure.

10. Born Digital Records

Section 3 (Statutory Powers), Section 2 (Deposit), Section 5 (Cataloguing), and Section 6 (Access) and Sections 7-8 (Withdrawals) of this agreement also apply to digital objects. In addition the Council is given the right to use the digital object for non-commercial use. Such right shall include, but not be limited to, the right:

- (i) To electronically view and display the digital object(s) (including on-line).
- (ii) To incorporate the digital object(s) into databases containing other digital objects.
- (iv) To electronically store, archive, copy, distribute or convert the digital object(s) for preservation purposes and to ensure future accessibility; and enrich and/or migrate to compatible formats the digital objects to enhance the digital repository's service capacity.

**Manchester Libraries, Information and Archives
Agreement to Deposit Records**

Details of depositor

Roger Cleland
Alkestis.Tsilika@nationaltrust.org.uk

Records described in Appendix A are received by Manchester Libraries, Information and Archives on deposit. It is agreed that these records shall be held by Manchester Libraries, Information and Archives on behalf of the depositor on the terms and conditions set out in the Terms of Agreement for the Deposit of Records which the Depositor hereby agrees he/she has been given the opportunity to read and understand

Signature of depositor.....

Signature of archivist.....

Date

Appendix A

Brief Description of the Records covered by this Agreement:

Records of the Manchester Cruising Association:

Box 1

Minute book 1, 5 Nov 1913-15 Jan 1915, 1 vol
Minute book 2, 19 Feb 1915-11 Jan 1917, 1 vol
Minute book 3, 13 Dec 1917-15 Aug 1918, 1 vol
Minute book 4, 22 Aug 1918-20 Feb 1919, 1 vol
Minute book 5, 27 Feb 1919-9 Oct 1919, 1 vol
Minute book 6 missing

Box 2

Minute book 7, 22 Nov 1923-5 Dec 1929, 1 vol
Minute book 8, 9 Jan 1930-15 Jan 1937, 1 vol
Minute book 9, 22 Jan 1937-4 Sep 1942, 1 vol

Box 3

Minute book 10, 25 Sep 1942-1 Feb 1946, 1 vol
Minute book 11, 22 Feb 1946-28 Oct 1948, 1 vol
Minute book 12, 4 Nov 1948-27 Mar 1952, 1 vol

Box 4

Minute book 13, 6 Mar 1952-24 Apr 1958, 1 vol
Minute book 14, 8 May 1958-8 Apr 1965, 1 vol

Box 5

Minute book 15a, 22 Apr 1965-28 Dec 1968, 1 vol
Minute book 15b, 11 Jan 1968-26 Nov 1970, 1 vol
Minute book 16, 10 Dec 1970-13 Dec 1983, 1 vol

Box 6

Minute book 17, 2 Jan 1969-26 Nov 1987, 1 vol

Box 7

Minute book 18, 28 Jan 1988-25 Nov 1999, 1 vol

Box 8

Minute book 19a, 9 Jan 1986-12 Dec 1996, 1 vol

Box 9

Minute book 19b, 13 Jan 2000-14 Nov 2013, 1 vol

Box 10

Minute book 20, 12 Sep 1996-12 Jun 2003, 1 vol

Minute book 21, 18 Sep 2003-22 Nov 2007, 1 vol

Minute book, 10 Jan 2008- 10 Feb 2011, 1 vol

Annual General Meeting Minutes, 12 Dec 1996-13 Dec 2007, 1 vol

Box 11

Newsletters book 1, 5 Dec 1974-24 Nov 1994, 1 vol

Newsletters book 3, 30 Jan 1996-Jan 2008, 1 vol

Box 12

Newsletters book 2, 24 Nov 1994-Dec 2010, 1 vol

Box 13

Minute book 23, 12 Sep 1996-25 Oct 2007, 1 vol

Various newsletters, pamphlets, promotional material and newspaper clippings

Box 14

MCA Off Shore Race Documents, 1971-1977, 1 vol

Minutes, 11 Apr 2002-15 Apr 2010, 1 vol

Association Dinner Arrangements, 2001-2008, 1 vol

Annual General Meeting Minutes, 12 Dec 1991-13 Dec 2007, 1 vol

Items Relating to Cruising Conferences, 1991-2009, 1 vol

Minute book summary, Feb 1946-Oct 1948, 1 vol

'Budworth File' Images, 1 vol

'Thark' Bulletin, Oct 1998-Jun 2002, 5 vols

Cruising and Sailing no. 9-34, 37-38, 1961-1973, 29 vols

MCA Handbook, 1918, 1965, 1984, , 1987-1989, 1991-2009, 2012-2013, 27 vols

North West Venturers Yacht Club Yearbook, 1999, 1 vol

Box 15

Documents relating to legal case, 2005, 1 vol

MCA Handbook, 1996, 1999-2006, 9 vols

Meeting agendas, minutes, correspondence and a map, 1959-1960, 1 vol

Membership applications and associated correspondence, 1998-2000, 1 vol

Correspondence and ephemera relating to 'laying up suppers', 1977-1994, 1 vol

Venue hire correspondence, 2003-2007, 1 vol

Box 16

Various black & white photographs of association members and boats, 1950s-1960s, 1 vol

Colour slides, Jul 1981, 21 Jun 1996 and Jul 2008, 1 vol

Various ephemera, promotional material, photographs, correspondence and a CD-R, 1918-2013, 1 vol

Photograph, CD-R and a plastic medal, 1963, 1 vol

Typed speech and correspondence relating to Colonel Newton, 5 May 1944-25 Feb 1960, 1 vol

Various correspondence, 2001-2007, 1 vol

Box 17

Correspondence, minutes and certificates relating to the Royal Yachting Association, 2001-2006, 1 vol

Please return signed form to: Central Library, St Peter's Square, Manchester M2 5PD