

DEPOSIT OF ORGANIZATIONAL ARCHIVES

OF THE

IN THE

JONES MEMORIAL LIBRARY 2311 MEMORIAL AVENUE LYNCHBURG, VIRGINIA

1. Subject to the terms and conditions stated below, the Officers of the _____, of Lynchburg, Virginia, hereinafter the "Club or name of Organization," places on permanent deposit in the Jones Memorial Library, hereinafter the "Library," the memorabilia, documents, and related materials of the Center which are described in Appendix A of this documents. The terms and conditions of this Agreement become effective immediately upon transfer of the materials to the Library.

2. _____ is designated as the contact person for communication between the Club and the Library for matters concerning these materials.

3. The Library staff will prepare and will process, catalog, and maintain the materials in accordance with the standards and procedures recommended by the Society of American Archivists and the American Library Association. Within these guidelines, the materials will be kept in the arrangement established by the Club. As soon as all processing has been completed, the materials will be available for research use by the public with no restrictions, other than those general restrictions established by the Library for the protection of the materials.

OR

1. The Library upon accepting these and future materials will store them as the ----- Collection, then make them available for public access and by Club members, to be used within the Library only. A minimum of two copies of the inventory will be made and file separately, one with the collection and one in the Library office. The Library will provide appropriate acid free boxes and files for the Club materials. Club members will inventory (document, itemize, list, classify and compile) and add future materials to the -----Collection. At such time the Club member will provide the Library staff an itemized list of the addition so the staff can update the finding guide for the ----- Collection.

4. Materials determined by the Library staff to be duplicates or of no historical value will be reported to the Club through the Contact Person named above for retention decisions. In like manner, the decision regarding materials that should be put into

different format for proper preservation will be at the discretion of the Library Director.

5. Copyrights held by the Club in the materials included are to be retained by the Club. The making of copies other than those determined by the Library staff to constitute "Fair Use" must be authorized in writing by the Contact Person of the Club or other designated officer.

6. The Contact Person of the Club or other designated officer may authorize the removal of materials from the collection for temporary use outside the Library. Materials so removed will cease to be the responsibility of the Library until they are returned.

7. Officers and members of the Club have unrestricted access to the materials during all hours that the Library is open to the public, and by appointment at other times that are convenient to the Library staff.

8. This agreement will be terminated when either of the following occurs:
a. if the Club ceases to exist, all the materials on deposit will become the property of the Library; or
b. if the Library ceases to exist, all the materials on deposit will be returned at the Club's request.

9. Other materials that the Club may from time to time transfer to the Library will be covered by the terms of this agreement. An additional appendix will be prepared and attached to this Agreement for each such transfer.

Given under our hands and seals this _____ day of _____, _____.

For the Club: _____

For the Library: _____