



ORKNEY LIBRARY & ARCHIVE

Deposit Agreement with NHS Orkney

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Section 1 Introduction

Orkney Library & Archive provides the archival service for Orkney Islands Council and for the area served by that Council. It is approved by the Keeper of the Records of Scotland as a place of deposit for records under his charge and superintendence.

Since 2010 NHS Orkney has placed some of their historical records on deposit at the Archive on long term loan.

Section 2 Service Contacts

For and on behalf of Orkney Archive
David Mackie, Senior Archivist

For and on behalf of NHS Orkney
Jean Aim, Board Secretary, NHS Orkney.

Section 3 Services to be provided

Provide storage and collections management of the records deposited at the Archive as set out in the Orkney Archive Collection and Disposal Policy (copy attached).

It is not anticipated that any records proposed for deposit will be of a type that will require closure periods, however if this becomes the case then deposits of such records will be made by mutual agreement.

Section 4 Service Monitoring

To ensure the effective operation of the agreement there will be regular contact between the two parties throughout the duration of the agreement.

Section 5 Agreement Duration

This agreement will commence on 17/11/2015 and will be reviewed in November 2017.

Continuation beyond this date will be subject to agreement between both parties.

Either party may cancel this agreement by giving three months notice in writing.

Section 6

Signatures

This agreement is made between Orkney Library & Archive and NHS Orkney.

Signed for NHS Orkney

Name: Jean Aim

Position: Board Secretary, NHS Orkney

Signature: *Jean Aim*

Date: 18/11/15

Signed for Orkney Library & Archive

Name: Gary Amos

Position: Library & Archive Manager

Signature: *G Amos*

Date: 19/11/15