

# THE GLASGOW SCHOOL OF ART

## Archives and Collections: *New Acquisitions*

### General Terms and Conditions

#### **Acquisitions:**

Under the terms of the current Archive and Collection's *Acquisitions and Disposals Policy* the extent of GSA acquisitions will be restricted to artworks of a fine art, design or architectural nature, related to individuals or groups associated with the School, together with archival deposits relating to former/current staff and students and the history/pedagogy of the School.

Items (including multiple works) that The Glasgow School of Art deems not to be worthy of permanent preservation/ inclusion into the GSA collection/archive shall be returned to the donor or disposed of as seen fit by the School (where feasible in consultation with the donor). Offers of published books will be considered separately by GSA Library staff.

Further details concerning the acquisitions and disposal of work including the School's *Collection Development Policy* and *Collection Care and Conservation Policy* can be found on the GSA's Archives and Collections website at [www.gsa.ac.uk/archives](http://www.gsa.ac.uk/archives)

#### **Access and Copyright:**

Unless indicated to the contrary, donated or gifted object(s)/material shall be made available to members of the public by means of physical access (including exhibitions) and/or via online resources/catalogues (including digital images).

Details of the School's Archives and Collection's *Access and Exhibition* policies are also available at [www.gsa.ac.uk/archives](http://www.gsa.ac.uk/archives) together with further details about the School's *Copyright Policy*.

#### **Data Protection:**

For information about when, why, where and how we collect, use, and store personal data please refer to The Glasgow School of Art's Data Protection Policies which are available to view at <https://www.gsa.ac.uk/about-gsa/key-information/data-protection-legislation/>.

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## Archives and Collections: *New Acquisitions* *Transfer of Title*

**GSA Acquisition No:**

**Received from:**

[Name, address, email and telephone number]

**Date:**

**Reason for Entry:**

**GIFT:** I offer to give the object(s)/material listed below to The Glasgow School of Art and as owner of this property confirm that I have undisputed title to the object(s)/material with full power to dispose of the items and transfer such title to The Glasgow School of Art.

**SALE:** I offer to sell the object(s)/material listed below to The Glasgow School of Art and as owner of this property confirm that I have undisputed title to the object(s)/material with full power to dispose of the items and transfer such title to The Glasgow School of Art.

**Description of items/collections:**

Please provide as much detailed information as possible about the artist/creator, relevant dates, numbers of items, and provenance/history of work(s):

**Copyright:**

Is copyright for the object(s)/material offered held with the donor, listed above:

YES  NO

If YES, do you agree to assign copyright to The Glasgow School of Art:

YES  NO

If you do not agree to assign copyright to The Glasgow School of Art do you grant permission for The Glasgow School of Art to take photographs of the object(s)/materials offered and to make these photographs publically available online through the GSA Archives and Collections website and social media.

YES  NO

If copyright is not held with the donor, do you know who the copyright holder of this material might be? Please provide a name and any possible contact details below:

**Acceptance:**

I have read and accept the provisions outlined in the attached *General Terms and Conditions*

**Signed/dated:**

[Donor]

**Signed/dated:**

[On behalf of GSA]