


# **ARCHIVES & COLLECTIONS : FORM NEW ACQUISITIONS - TRANSFER OF TITLE & COPYRIGHT**

**NOVEMBER 2024**

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## **How to send us this form:**

Please fill in all required fields and then save or download  the PDF, making sure to select the **with your changes** option. Locate the saved file on your device (usually in the 'Downloads' folder) then email it to:

**[archives@gsa.ac.uk](mailto:archives@gsa.ac.uk)**

## **Important note about 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](#)**.

## General Terms and Conditions

### Acquisitions

Under the terms of the current **Collection Development 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.

### 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).

If permission is sought for high resolution copies of digital images for purposes such as in publications, web pages, exhibitions, or broadcasts, The Glasgow School of Art will manage the request through the Reproduction Request Forms that are in the policies and guides area of our website, and make high resolution versions available for an administration fee. The person or organisation requesting the image will be notified if the copyright owner is NOT The Glasgow School of Art, and the responsibility for clearing permission rests with that person or organisation. GSA will not be liable for any copyright infringement.

### Additional information

For further details and important information, please see the following documents in the [policies and guides section of the GSA's Archives and Collections website](#):

- Collections Development Policy
- Collections Care and Conservation Policy
- Access Policy
- Loan for Exhibition Policy
- Copyright and Terms & Conditions

Acquisition number (to be assigned by GSA)

## Received from (donor):

Name (printed)\*

Address\*

Telephone number\*

Email\*

Date\*

## Reason for entry:\*

### GIFT:

I offer to give the objects(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 objects(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

I agree to assign full copyright to  
The Glasgow School of Art?

I grant permission for The Glasgow  
School of Art to take photographs of  
the materials offered, and to make  
these photographs publically  
available online through the GSA  
Archives and Collections website  
and social media?

### NO

Please provide any name and contact details  
of the possible copyright holder:

## **Acceptance:**

I have read and accept the provisions outlined in the General Terms and Conditions at the beginning of this document:

**Signed (Donor)\***

**Date\***

**Donor name (printed)\***

**Signed and accepted on behalf of GSA**

**Date**