



**MASSEY UNIVERSITY**  
ARCHIVES

**TRANSFER AGREEMENT – HISTORICAL MATERIAL**

Accession Number:

**1. TRANSFER DETAILS:**

University Office:	
Address:	
Contact Person:	
Email address:	
Telephone number:	

**2. DESCRIPTION OF MATERIAL:**

Note: Please provide us with a brief description of the material being transferred. If one has been compiled, the material should be accompanied by the catalogue/inventory/arrangement system (where applicable). Information about the history of the material can be provided under point 3 below.

Description of material:	
Quantity of material:	
Express quantities in the most appropriate measure, e.g. 2 linear metres / 5 file boxes etc.	
Format of material:	
I.e. the physical format of the material e.g. paper records, books, photographs, DVDs, slides etc.	
Inventory/catalogue attached? (Yes/No):	

**3. HISTORY OF MATERIAL:**

Note: It would be appreciated if you could provide us with information on the history (e.g. origin, creator/owner, use etcetera) of the material being transferred. Please indicate if you would like us to treat this information confidentially.

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## Transfer – Historical Material - 2

### 4. RESTRICTIONS ON, AND CONDITIONS OF USE:

Note: The University Archives will adhere to the following restrictions on or conditions of use of the archival material. Please remember to state the length of time that these restrictions or conditions need to be enforced. Please note that we cannot accept material that is closed or restricted in perpetuity.

Are there any restrictions on access to the material? (Yes/No – if none, go to Section 5):

Grounds for restricting access:

For example, official information, personal privacy, intellectual property etc.

Duration of restriction:

Coverage:

List the material within this transfer to which access is being restricted. It should be clear which material is covered by which restriction, e.g. Correspondence files Nos. 1 to 10 - restricted 5 years; Photograph No. 34 - restricted until 2014; Logbook –solely accessible to Department's staff for next 2 years etc.

### 5. CUSTODIANSHIP AND COPYRIGHT:

On the physical or electronic transfer of the material to the Massey University Archives, the Archives becomes the custodian of the material. Where the donor is the copyright holder, copyright is transferred to Massey University.

The Massey University Archives will store the material according to accepted storage standards. As resources allow, the material will be catalogued and made accessible by means of finding aids. Depending on restrictions listed above under point 4, the material may be used in exhibitions or may be digitised and uploaded to our website or our online platform, Tāmiro.

Should the University Archives find that some material within this transfer does not fall within its Collection Policy, those materials should be (please mark one or more of the options below with - X ):

1. Returned to the donor, if this is possible within reasonable means.

2. Transferred to the following archival institution:

3. Destroyed.

### 6. SIGNATURE:

Please sign and return the form by email, or mail it to the address below. A copy of the signed Transfer Agreement will be returned to you.

Signature: University Office Representative

Date:

Signature: University Archivist

Date:

University Archives, Room 1.38 Practical Teaching Complex, Albany Drive, Manawatu Campus.  
Massey University, Private Bag 11-222, Palmerston North 4442, New Zealand.  
<http://www.massey.ac.nz>, Email: [libarch@massey.ac.nz](mailto:libarch@massey.ac.nz), Telephone: +64 (0)6 3569099 ext. 83197.

**Thank you for supporting the Massey University Archives**