

## **Donating material to North Eastern Railway Association's archive**

### **What is the North Eastern Railway Association?**

The North Eastern Railway Association (NERA) is a charity seeking to advance the education of the public in the history of railways that have operated in the North East of England, particularly the North Eastern Railway and its constituents and successors.

It has over 500 members and is staffed wholly by volunteers.

### **What do we accept and decline?**

We have an archive, which is an extensive collection of documents and photographs, including photographic negatives, timetables, plans, line drawings, maps and similar primary source material. We welcome donations and bequests, which add to and fill gaps in our archive. To avoid legal implications for NERA, arising from our use of the donated material, we will routinely ask donors to confirm assignment to NERA of any related copyright.

We regret that we are unable to accept models and artefacts, or material that is not related to railways in the north east of England. Also, NERA cannot act as Executor of an estate.

We reserve the right to decline to accept donations and bequests, which duplicate what is already in our archive, are in poor condition or for any other reason. For this reason, we would prefer to review the material before it is sent to us to ensure that it can be accepted. Where this is not possible, we will proceed as set out in the next section.

### **What happens after your donation has been received by NERA?**

Material that has been donated unseen by NERA will be reviewed. Any material that cannot be accepted into the archive will be offered back to the donor. If the donor does not wish to accept the declined material it will be dealt with in accordance with clause 2 of this section.

1. Material accepted by NERA into the archive becomes the property of NERA.
  - a. An assessment of copyright will be made for each item donated and offered for agreement to the donor.
  - b. Authorship will be routinely acknowledged (e.g. photograph taken by XYZ) in our indexes and when supplied to third parties.
2. If NERA cannot continue to retain it at any time, it can then only be disposed of to a body with similar charitable purposes. It cannot be returned to the donor. Material that is not retained for the NERA archive will be disposed of in one of three ways.
  - a. Preferably, by transfer to another suitable archive or organisation. In these circumstances, NERA may or may not retain ownership.
  - b. As a second choice, by sale either within NERA and to the public or by auction. The proceeds will be retained for use by NERA in fulfilling its charitable purposes.
  - c. If neither of the above are practical the material will be discarded.

### **How do I contact NERA?**

If you wish to make a donation or arrange a bequest, please contact the NERA Archivist, phone 01325.350770 (limited opening hours) or email [archivist@ner.org.uk](mailto:archivist@ner.org.uk). If you know a NERA trustee, they will be happy to make the contact for you.

*North Eastern Railway Association, a Charity Registered with the Charity Commission of England and Wales as Number 1164199.*