Simple Agreement for Non-DEPOSITOR Works

i.e. For students or other 3rd party contributors who are not employees of the DEPOSITOR or licensor

To be inserted on appropriate letter head

Ref: Dear >>>>>>

Re: Work entitled ">>>>>>"

ReStore is a repository which has been established with funding from the Economic and Social Research Council ("ESRC") and is being undertaken by the University of Southampton through the National Centre for Research Methods ("NCRM"). The aims of ReStore are amongst other things (i) to establish a service to sustain on-line resources in the field of research methods, (ii) to enable this service to be tested as a prototype for possible similar services in other fields and (iii) to provide leadership in the development of a long-term strategy for ESRC in sustaining on-line resources.

We have identified >>>>>>>(insert University/Institute name("the DEPOSITOR") as a potential participant and contributor to the ReStore Project and have entered or will enter into a license agreement with them shortly to cover this arrangement.

- (a) make any editorial changes that are necessary to place the Work in the Repository but will consult with the Licensor over substantial alterations to the Work;
- (b) incorporate the whole or part of the Work into joint publications containing contributions by other authors, or to divide the work into two or more publications;
- (c) communicate, make available and distribute the Work in a variety of formats and media;
- (d) make copies of the Work, including additional electronic and paper copies of the Work as are necessary to ensure efficient access by Users of the Repository and for archival purposes;
- (e) archive the Work or allow authorised third party organisations to archive the Work:

- (f) create and display static screen shots of the Work on a publicly available web site or network for publicity purposes;
- (g) catalogue, enhance, incorporate and modify metadata, and re-format the Work in any way to ensure its future preservation and accessibility;
- (h) sub-license the work to third parties using (insert license terms).

Could you kindly advise if you are in a position to grant us this license and where necessary obtain the permission of the Organisation you were employed by at the time the Work was undertaken. If you agree to these terms we request that you kindly sign a copy of this letter and return for our attention at the address mentioned above, alternatively please advise if you are unable to participate in ReStore. Please note that once signed, this will form a binding agreement between us and will be governed by and under the jurisdiction of England and Wales.

Thank you for your time and understanding and we hope to hear from you in due course.

Yours Faithfully

I accept these terms and conditions are binding upon me and agree to the license granted herein.

Name:

Date:

Signature