

# Explore York

## Archive Gift Agreement



An Easy Read guide to the Explore York Archive Gift Agreement made by and for York People First.

December 2024.



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

**explore**



# Summary



This document is an easy read guide to the Explore York Archive Gift Agreement.



It was created by York People First as part of them putting some of their records into the archive.



The document gives some information about how Explore York Archive, for the City of York Council, will look after the records.



The information York People First is giving to Explore York Archive provides a history of their work and activity from 2000 to 2024.



The work of York People First during this time was focused on self advocacy, speaking up and improving the lives of people with learning difficulties.

# Keywords

Archive



An archive is a collection of historical records. They can be paper documents, photographs, videos, or digital files. Archives help us understand the past and learn from history.

Gift Agreement



A gift agreement is a legal document that outlines the terms and conditions of a gift between two parties.

Collection



A collection is a group of things that are gathered together.

Records



A record is a piece of information that is stored. It can be anything from a song to a document, or even a historical event.

Donor



A donor is someone who gives something, often for a good cause. This can be money, blood, or even time.

## Learning Difficulties



By learning difficulties we mean, people who have been told they have, or self define with the terms of learning difficulties', 'learning disability', 'autism', 'aspergers', 'neurodiverse' or other labels.

## Explore York

# explore

Libraries and Archives



Explore York has a contract with City of York Council to provide the statutory public library and archive service for the city, with 15 libraries including York Explore, home of the City Archive, a mobile library, a home library service and 7 Reading Cafes.

## York People First.



York People First is an independent self advocacy group run and controlled by and for people with learning difficulties. They are the only organisation in York with a management board of trustees that are all people with learning difficulties.

# The Gift Agreement



York People First agree to give their collection of records to Explore York Archive, who run the Archive for the City of York Council.



The York People First collection of records includes trustee minutes, training documents, publications, newsletters, photos and some other information about their self advocacy work.



Once the collection has been given to Explore York Archive, who run the Archive for the City of York Council, the Council will become the owner of the records.



Explore York Archive will then be responsible to look after this collection of records.



Explore York Archive will store the records carefully and safely.



Explore York Archive will make the collection available for people to look at in the future.



Explore York Archive will decide how it will make the collection available and how it can be looked at and used.



One way that the collection might be used is by researcher wanting to find out what self advocacy was like between 2000 and 2020.

# Signatures



On behalf of York People First, we agree to give the collection to Explore York Archive.

On behalf of Explore York Archive, who run the Archive for the City of York Council, we accept the York People First collection into the Archive.

Signed by:

Signed by:

Name:

Name:

Role:

Role:

Date:

Date:

Witnessed by:

Name:

Role:

Date: