



Persatuan Arkib Audio-Visual Malaysia
Penang-Kuala Lumpur-Kota Bharu

**Depositors Agreement for Submitting Materials to
MYArchives Malaysian Audio-Visual Archives/
Persatuan Arkib Audio-Visual Malaysia**

About MYArchives

MyArchives, Malaysian Audio-Visual Archives is a project developed by the Malaysian National Committee under the auspices of the International Council for Traditional Music (ICTM). This project is a digital archive of performing arts and ethnographic materials related to Malaysian Intangible Cultural Heritage (ICH under auspices of UNESCO) developed through the joint efforts of scholars, performers and researchers. Edited and unedited field materials, documentaries, films, creative designs and writings related to the performing arts from the past and present are included in digital format for the purposes of research, preservation, sustainability and viability of ICH.

Call for Depositors

The MYArchives Malaysian Audio-Visual Archives project seeks deposit of audio-visual materials from scholars and artists in the areas of music, dance and theatre of Malaysia, and encompassing the fields of ethnomusicology, ethnochoreology, folklore and anthropology. All materials proposed for deposit must be in digitized format and the Depositor must provide annotation of all the materials to the MYArchives. Digitized materials can be deposited by mail, in person, or electronically. The Depositor will keep all Original Materials.

Intellectual Property and Ethical Issues

In order to safeguard rights to privacy and intellectual/cultural property, access to materials deposited in the MyArchives Malaysian Audio-Visual Archives is restricted to educational use. No materials will be copied or reproduced without the written consent of the Depositor. No materials will be uploaded online. For original materials such as those collected during fieldwork, the depositor warrants that he/she is the owner of all intellectual property rights, including copyrights, design rights, trademarks, and database rights. The depositor warrants that the material contains nothing obscene, libelous, blasphemous, in breach of copyright or otherwise unlawful. If the material has been published (such as in vinyls and CDs), the depositor is responsible for obtaining permission from the publisher and/or organization that owns the intellectual property rights of the copyrighted material in the contribution (unless it has become public domain). The depositor is responsible for the payment of all fees (if any) and shall deliver all correspondence and other documents relating to the permissions.

Those interested in depositing materials should complete the form found below. The form may be submitted online at the address stated in the form.

APPLICATION FORM



Application for Depositor

Please type directly into this document

Email as an attachment to: Tan Sooi Beng, sbtan2@gmail.com

Name of Collector/Depositor:

Address:

Phone:

Institutional Affiliation:

Location of Original Materials:

If Depositor is not the Collector, state the Collector's name:

Description of recordings you plan to deposit in the MYArchives Malaysian Audio-Visual Archives:

Recording Dates/Locations/Performance information:

Date(s) range:

Malaysian or Other States:

Cities/Town/Villages:

Ethnicities represented in the recordings:

Performance genre

Performers

Instruments

Short description of each recording

Media Information

Original Format:

Display (if applicable): Color B&W Color

Soundtrack: silent mono stereo separate

Number of videocassettes or reels or CDs or DVDs:

Total Duration (hours) of materials being deposited:

Collection Description

Content of recordings (check all that apply):

Musical performances	Instructional materials
Linguistic information	Drama
Historical information	Dance
Ritual	Biographical information
Interview	Festival
Narratives, stories	Concert
Ethnological information	

Has any of this material been used for broadcast or in multimedia projects such as CDROMs, websites, or museum exhibits? If so, please explain:

Please list significant publications that use or describe materials from the recordings you plan to deposit:

***Please write a summary of your collection that describes its content, and its significance (500 words or less) or send a list of the content via email :**

Ownership

Please tick one:

- I am the sole owner of the material and give MyArchives exclusive use and reproduction rights with my written permission
- I am the sole owner of the material and do not give MyArchives reproduction rights
- I am depositing this material on behalf of _____ with permission and give MyArchives exclusive use and reproduction rights
- Other:

Name: _____

Signature _____

Date: _____