

ACT HERITAGE LIBRARY

Enquiry to Donate Original Materials

This form is part of the ACT Heritage Library Original Materials Donor Kit. Please read [Original materials – what, why and how we collect](#) before completing this form.

Completion of this form does not guarantee the ACT Heritage Library will accept the records.

NAME	
ADDRESS	
TELEPHONE home, work, mobile	
EMAIL	

Records for Donation

NAME OF CREATOR	Person, family, organisation or business which created or kept the record	
	Is this the first donation for this person, family, organisation or business?	
STATUS OF ORGANISATION The ACTHL prefers to collect the records of defunct or well established organisations	When was this organisation established? Has this organisation ceased operation?	
TYPES OF RECORDS	Eg. personal, business, society/club; photographs; oral history or other audio- visual recordings	

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CONTEXT AND SIGNIFICANCE	Provide a brief history of the organisation, or a brief biographical note for individuals or families, including a statement of why this material is of significance to the ACT	
SUMMARY OF RECORDS	Briefly describe the records, including date range. If there are fewer than 5 items, list them.	

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HOUSING AND EXTENT	How are the records currently stored? Described the containers and give rough dimensions where possible?	
CONDITION	Are the records clean, dry and free of dust pests and mould? Are machine readable records still readable?	
BOX LIST We usually only accept records which have been listed. Standard archives boxes may be available from ACTHL prior to transfer.	Are you prepared to create a box list for this material? See Preliminary Box List example .	
AUTHORITY TO ACT	Do you own these records and/or have the authority to dispose of them?	
COPYRIGHT The ACTHL prefers to acquire copyright to enable publication from the records without locating donors to seek permission	Do you believe you own copyright in this material, or in parts of it? Will you transfer those rights to the ACT Heritage Library?	
ACCESS In general the ACTHL will not accept records with unnecessary access restrictions	Do you require restrictions on access to the records? If yes, please specify	
DEED OF GIFT	Will you sign a Deed of Gift permanently transferring the records to the ACTHL?	
DATE	Date of completion of form	

Please save this form to your computer and email it as an attachment to act.heritage.library@act.gov.au
or print and post to ACT Heritage Library, GPO Box 158, Canberra City ACT 2601