

ACT Heritage Library

Guidelines for Preparing Personal or Family Papers

It is essential that potential donors contact the ACT Heritage Librarian prior to deposit.

You can do this by:

- telephoning 6207 5163 during business hours for an appointment, or emailing act.heritage.library@act.gov.au and/or
- completing the [Enquiry to Donate Original Materials](#) form.

What records are suitable to transfer?

This list is only a guide. Among the types of materials in personal and family papers of interest to researchers are:

- correspondence
- memoirs/reminiscences
- diaries
- scrapbooks/photo albums which are dated and identified
- professional papers
- genealogical information
- speeches/lectures
- business records
- subject files
- legal documents
- minutes/reports
- brochures and flyers
- photographs which are dated and identified
- films/videos/audio tapes which are dated and identified
- files relating to the individual's civic, business, religious, political, and social activities
- objects which are small, significant and well provenanced

What records are not suitable to transfer?

- photographs which are not identified
- cards, mass produced with general greetings e.g. Christmas or birthday cards
- badly damaged, mouldy or insect damaged items
- duplicates and photocopies
- financial records and sundries such as receipts and cheque stubs

What about electronic records?

We will accept some personal records in electronic form. However, it is the responsibility of the creator to ensure that they are organised and in a format that is transferrable.

Please see the [National and State Libraries Australasia Guide to Preserving Personal Digital Records](#) for assistance. You can also discuss this with the ACT Heritage Librarian.

Packing and transfer of records

As part of the transfer process the Library can supply you with boxes for packing the records.

It is best to list the records as you put them in the boxes. You should consecutively number each box and the corresponding list (do seal the boxes with tape).

When you are ready to physically transfer the material please contact us with:

- name of a contact person and their contact details
- number and size of boxes / cartons to be delivered.

Questions?

If you have any questions at any time about the transfer of records or the types of records to send please contact us.

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