



SPECIAL & RARE COLLECTIONS : DONATION FORM

Tell us about yourself

Contact name:	
Address:	
Email:	
Phone:	
Preferred method of contact	

The donation

Description of the material: please include as much detail as possible, including date ranges. Please attach documentation if more space is required.
Significance of the material: why is it suitable for our collection?
Quantity of material e.g. 50 digital photos, 25 books, 10 gigabytes
Condition of material e.g. water damaged, mould/dust free
Current storage of material: how is the material housed e.g. archival boxes, filing cabinets

Provenance/ownership history

Who created the material?	
Are you the legal owner of the material? If not, who is the legal owner?	
How did you acquire the material?	

Access

The University of Tasmania Library will not accept donations with unnecessary access restrictions.

Do you require restrictions on access to the material? If yes please specify

Copyright

Do you own copyright in the material?

See the Australian Copyright Council for further information www.copyright.org.au

Yes

No

Unsure

If yes, will you assign copyright to the University of Tasmania Library?

The University of Tasmania Library prefers to acquire copyright so that it can give permission to publish portions from the material without the need to locate donors to seek permission.

Yes

No

Unsure

Conditions

Are there any conditions you would like to specify? These will need to be agreed upon by the University of Tasmania Library.

Disposal v1

I agree that donated material that falls outside the Library's priority collecting areas, is duplicate to the collection, is in poor condition or is otherwise not required for the Collection, may be discarded or passed on to another library without further notification to me or my representatives.

OR

Disposal v2

If the donated material is not required, what would you like the Library to do with it?

Dispose

Return to donor (at donor's expense)

Donation declaration

- I declare that I am/we* are the sole owner/s of the items described above and that I/we have the full right and authority to donate those items to the University of Tasmania Library.

Signed

Name (please print)

Date