

Community Archives – Offer a Donation

Name of Donor: Phone:.....
Address:
State: Postcode:
Email:

Thank you for your interest in our collections. Please complete this form if you would like to make an offer of material. We recommend that you [search our collection database](#) before submitting this form as we generally do not accept material that is already part of our collections.

Please complete the following questions in as much detail as you possibly can. This information will help us to document the record(s) and add to our knowledge concerning the collections managed by the City of Parramatta *Heritage Collections Services* team.

Please describe the item(s) to be donated:

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What is the type of material? (E.g. paper folios, microfilm, colour photographs etc.)

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What is the quantity and size of the material? (E.g. 1 x 4x6" photograph, 2 x a4 folios, 3 x boxes of index cards, etc.) ...

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Who created the item(s)?

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When were the item(s) created?

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Where were the item(s) created?

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Who was the owner of the item(s)?

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How did you acquire the item(s)? (Describe your relationship to the material e.g. creator, collector, executor)

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Are you the legal owner of the item(s)? Yes / No

Please describe where the item(s) are currently stored and the conditions of the storage:

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What is the condition of the item(s)? (E.g. fair, water damage, evidence of mould etc.)

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Do you have any other documents about the item(s)? (Checklists, indexes, receipts, letters etc.)

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Has the item(s) ever been exhibited? If so, where?

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Who does this material historically relate to? Please include the full name of the individual/organisation and any other biographical details that you think will assist in the assessment process. (E.g. where and when they lived, their occupation, location of the organisation, what the records reflect about the history of Parramatta.)

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Do you have any other information about the item(s) that you think will be important to include in our assessment?

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Please include a photograph of the item(s) you wish to donate upon return of this form.

This form should be returned to: parramattacollections@cityofparramatta.nsw.gov.au

Your signature Date

Collection material offered to the *Heritage Collections Services* team is only able to be accepted if it meets the criteria of our collection policies. All copyright and production rights are to be transferred to City of Parramatta upon donation, and access to material needs to be open and immediate. Once the donation is accepted, City of Parramatta has the right to accession, display and dispose of collection material, in accordance with relevant policies and legislation.