

# Donation Questionnaire

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Thank you for your interest in our collections. Please complete this form if you would like to make an offer of a donation. Please provide as much information as possible to help us assess the suitability of the item(s) for our collections.

## Donor Details

Name:

Phone:

Email:

## Item(s) Details

Description:

Dimensions:

Condition (e.g. is it damaged? Is it in working order?):

## Additional Information

How did you get the item(s) (e.g., gift, purchase, inheritance):

Who did you get the item(s) from:

When did you get the item(s):

What have you used the item(s) for:

Do you know any details about previous owners and their use of the item(s):

Is there anything else you can think to tell us about the item(s):

### **Photographs / Documentation**

Please include at least one photograph of the item(s). Please detail (or include if possible) any of the following that you also have.

Photographs of the item(s) in use:

Documents about the item(s) (e.g., receipts, valuations, correspondence, copyright):

Please return the completed form to us at: [parramattacollections@cityofparramatta.nsw.gov.au](mailto:parramattacollections@cityofparramatta.nsw.gov.au).

Signature:

Date:

Once we have assessed the item(s) we will be in touch with you to discuss the outcome. Collection material offered to the *Heritage Collections Services (HCS)* team of City of Parramatta Council 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 Council upon donation, and access to material needs to be open and immediate. Once the donation is accepted, City of Parramatta Council has the right to accession, display and dispose of collection material, in accordance with relevant policies and legislation.