



City of Parramatta  
Parramatta Heritage and Visitor Information Centre  
346A Church Street, Parramatta NSW 2150  
PO Box 32, Parramatta, NSW 2124

Email: [localstudies@cityofparramatta.nsw.gov.au](mailto:localstudies@cityofparramatta.nsw.gov.au)

# Offer a Donation

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Name .....

Address.....

State ..... Postcode .....

Telephone ..... Mobile .....

E-mail .....

Thank you for your interest in our collections. Please complete this form if you would like to make an offer of material. We recommend you read our collections policy or search the database before submitting the form as we have defined collection criteria and generally do not accept material that is already part of our collections.

Name material type (eg. letters, diaries, photographs, map, object, etc)

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Description of material and condition

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How did this material come into your possession?

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Are you the legal owner of the material?            Yes / No

Quantity and size of material: .....

Is there any other information about the material you would like to share?

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Collection material offered to the Parramatta Heritage Centre 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/purchase, and access to material needs to be open and immediate. Once the donation/purchase is accepted, City of Parramatta Council has the right to accession, display and dispose of collection material, in accordance with relevant policies and legislation.

**Your signature** .....

**Date** .....

**Please return this form via email to:** [localstudies@cityofparramatta.nsw.gov.au](mailto:localstudies@cityofparramatta.nsw.gov.au)