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| Offer of Archival Materials |  |



This form collects information about archival materials being offered to the Library. Archival materials include letters, photographs, pictures, minute books, notebooks, diaries and other original or unpublished materials. The[Collections Policy](https://www.slsa.sa.gov.au/collections-policy)and *Archival Collections**Policy* **(**SLSA6665**)** detail priorities and exclusions.

Please provide as much information as possible about the materials being offered as this will assist the Library in assessing the material. Please attach photographs of the collection if possible.

## Contact Information

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| Name:  |
| Address:  |
| Phone: |
| Email:  |
| Date:  |

## Provenance of the Material

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| What is your relationship to the material?[ ]  Creator [ ]  Owner [ ]  Executor of Estate/Agents of Owners[ ]  Employee [ ]  Relative [ ]  Vendor [ ]  OtherFurther details (as required): |

## The Materials on Offer

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| Creator name (the individual/organisation who created the materials): |
| Creator information:  |
| Description (why was the material created, what people, events, places, subjects are documented?):  |
| Why are the materials significant?:  |
| Dates: |
| Format (select applicable): [ ]  Manuscript [ ]  Pictures [ ]  Photographs [ ]  Drawings [ ]  Printed [ ]  Audio [ ]  Oral History [ ]  Photocopies [ ]  OtherFurther details: |
| Digital: [ ]  Yes [ ]  NoIf Yes please specify format: [ ]  Text [ ]  Image [ ]  Moving Image [ ]  Audio [ ]  Website [ ]  OtherFurther details: |
| Quantity (eg. 12 photographs, 10 boxes):Further details: |
| Condition: [ ]  Good [ ]  OK [ ]  PoorFurther details:  |
| Location: [ ]  Own premises [ ]  Storage facility [ ]  Other (provide details)Further details: |
| Is there an item listing for the material? [ ]  Yes (please attach) [ ]  No |
| Any further information (for example, references to relevant research etc.): |

## Form of Offer

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| [ ]  Donation [ ]  Purchase [ ]  Cultural Gifts donation |

## Conditions of Offer

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| If you are considering any conditions upon the offer of the material please state:  |

Submit form to: SLSA.ArchivalCollections@sa.gov.au