We ask donors to assist us by listing and/or describing their donations; we can’t accept material without knowing what it is, and you know the material best. Information to help you is at the end of the document. If your offer is accepted, the detail you provide will enhance the usefulness of the record and help provide access.

Donation List

Once completed, the form may be attached to the online [Collections Offers Form](https://proto.slwa.wa.gov.au/how-do-i/contribute-state-library-collections/donate-our-collections/collection-offers) or emailed to [collections@slwa.wa.gov.au](mailto:collections@slwa.wa.gov.au).

Contact Information

|  |  |
| --- | --- |
| Name of donor/donor organisation |  |
| Address |  |
| Email address |  |
| Telephone number |  |

Information about the collection

|  |  |
| --- | --- |
| Name of the person/people, family or organisation/business/club the collection relates to |  |
| Description (what does it include) -  e.g. photos, papers, oral histories, film |  |
| Does it relate to a particular series, theme, commemorative event or project(s) |  |
| Size/Quantity - e.g. Number of photos, boxes, film reels, DVDs, interviews |  |
| Date/Date range |  |
| What is your relationship to this person/people/family/organisation/club/business? |  |
| How did you come to have this collection? |  |
| If applicable, are you the Copyright holder? If not, who is? |  |
| For collections about Individuals | |
| What is their date(s) of birth and death (if applicable) |  |
| Where did they live? |  |
| What types of things did they do in their life? |  |
| For collections about Organisations | |

|  |  |
| --- | --- |
| Where was the organisation located? |  |
| What types of things did it do? |  |
| Who were some key people involved? |  |
|  |  |
| Additional comments or information |  |

Item List

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Box No.** | **Item No.** | **Format** | **Description** | **Creator** | **Date** | **Comment** |
|  |  | *Physical format and type* | *Describe the item in more detail* | *Who created the material* | *Single date or date range* | *Any additional comments about condition, context of the material etc* |
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Need help?

Sorting through your collection

If you have a large collection of physical material and it feels disorganised or cluttered, these are some tips that might help you go through and sort your collection before starting your listing.

* Set aside some space and time to sort through your items. Make sure you have enough room and it is a space away from food and drinks. Depending on how much stuff you have to sort through, make sure it is a space where you can leave the materials laid out.
* Try to maintain the original order if there is already a grouping system in place, work with that, don’t reinvent the wheel.
* Do a first pass of the items and sort the materials into groups. How you group the materials is up to you, but it should make sense to you and help you get an overview of what you have. If there is already a grouping system in place, work with that, don’t reinvent the wheel. Some ideas are: by type of material (e.g. letters, photographs, diaries etc.), by themes (e.g. holidays, childcare, house), by life phases, or by years.
* Put groups of materials into containers. Depending on the size, this could be an envelope, a clean zip lock bag, a document wallet or folder, or a box.
* Do a refined sort through the groups, one by one. This step is recommended if you plan to donate materials to the State Library because it will help you complete the table and ensure you don’t donate something that you wanted to keep. For example, within a group, you might assess individual items and then order the remaining materials by date or narrower themes (e.g. separate out different holidays). This is also a good opportunity to throw things out.

Completing the item listing

Numbering

* **Box No.** refers to whatever larger containers you have packed the materials in (e.g. boxes or plastic crates). Numbering is only relevant if there is more than one container.
* **Item No.** may refer to a single item or for larger collections, smaller groupings of material within a container. These groups could be kept together in manila folders, zip lock bags, or document wallets etc. In these cases, please only number the files, not the individual materials. Note that films should be listed individually.
* To number photographic images, write a small number on the back of prints using a soft pencil (e.g. 2B pencil) and provide captioning details against that number on your Donor List (please do **not** write descriptions on the back of the print itself).

Format

* When considering the format of your material think about what it is as well as how it is stored. For example, a folder of papers may be correspondence, diaries, invoices, meeting minutes

Description

* Provide as much detail as possible, especially people’s names and the places. This helps describe your material and make it findable.

Creator

* This may be an individual such as photographer or an interviewer, or it may be unknown.

Date

* This could be the date the material was created or a range of dates.

Comments

* You may want to consider whether the material is in really good condition for its age or there might be something else you can tell us about the context of the material – i.e., it used to write a book, the photos appeared in an exhibition etc. For film material, indicate if the film is in good condition, or if it is damaged, scratched, has a vinegar smell, or sprocket damage.

Providing your material

Physical material

* Small items can be posted. Large collections need to be delivered to the Van Dock.
* If you prefer to drop off your material personally, please contact the Library to arrange a time.

Digital files

* Digital files can be sent by FTP methods such as Dropbox or Send it, sent in by post on USB or alternatively for large collections you can bring in an external hard drive and we can load the content up on the spot and return the hard drive.
* SLWA archival standard practices are that audio should be recorded at a bit depth of 24 and sample rate of 48khz, or even higher, 96khz.
* Preservation preferences are for lossless formats such as .WAV files for audio and .MOV files for video.

Oral Histories

* Files should be named using the name of the interviewee where possible [Last Name], [First Name] Interview [Number] or [Date]
* Number of digital files – Not prescriptive but we recommend 1 file per hour of interview.
* If you wish to add a jpg image of the interviewee in with your donation this can be placed with the Oral History on our online catalogue. This can enhance the story for researchers and descendants as they can visualize the interviewee whilst listening to their story.
* Transcripts can be named using the same naming convention of the audio files with name of the interviewee where possible [Last Name], [First Name] Interview [Number] or [Date].

Naming Collections

* Please ensure that digital image files are clearly captioned with descriptions of the contents.

Example Item List

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Box No.** | **Item No.** | **Format** | **Description** | **Creator** | **Date** | **Comment** |
|  |  |  | *Describe the item in more detail.* | *Photographer, Interviewer* | *May be a single date or date range* | *Any additional comments about condition, context of the material etc* |
| *Example* | | | | | | |
| 1 | 1.1 | Paper | Minutes from meetings of the WA Branch of the Australian Library & Information Association | n/a | 1998-2010 | Some printed pages are faded |
| 1 | 1.2 | Paper and digital | Correspondence: emails related to Association events | n/a | 2010 | Emails saved to USB |
| *Example* | | | | | | |
| 1 | 1.1 | Paper | Personal letters relating to daily life in Albany | Various | 1960-1965 | Letters are between a number of members of the Smith family |
| 2 | 2.1 | Paper | Travel diary – travelling around Australia | Lucy Smith | 1965 |  |
| *Example* | | | | | | |
|  | 1 | Photographic Print | Peter and Danny Grant at the Stockyards | Harry Venville | 1958 | Peter is roping a cow, Danny (child) is watching |
|  | 2 | Slide | Sulphur crested cockatoo | Harry Venville | 1958/59 | Pet of Danny Grant |
| *Example* | | | | | | |
|  | 1 | Digital image | Nadaam Festival Committee members in national dress |  | 2018 | Taken at Burswood Park |
| *Example* | | | | | | |
|  | 1 | 26 sound cassettes | Interview with Peter Smith | Chris Jeffrey | 1985-1986 | Peter Smith was a doctor at Fremantle Hospital |
| *Example* | | | | | | |
|  | 1 | 8mm film reel | Smith family holidays at Albany – shots of main street, natural landmarks (King George’s Sound, Gap, Middleton Beach) | Wilbur Smith | 1963 | Some scratches; has been stored for a number of years without use. |
|  | 2 | Digital video file (10 min., 160MB) | Anzac driveway service | Hilary Jones | 2020 | Taken during the COVID-19 lockdown. |