Donor List and Collection Notes

Information to help you complete a listing is at the end of the document. Once completed, the form may be attached to the online [Collections Offers Form](https://slwa.wa.gov.au/how-do-i/contribute-state-library-collections/donate-our-collections/collection-offers) or emailed to [collection.liaison@slwa.wa.gov.au](mailto:collection.liaison@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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Identifier** | **Object Type** | **File name** | **Description** | **Creator** | **Date** | **Comment** |
| *Image, box or file number* | *Physical format and type* | *If a digital object* | *Describe the item in more detail. Include a title or caption* | *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 and it feels disorganised or cluttered, you may want to sort your material before starting your listing.
* Set aside some space and time, ensure you have enough room, and make sure the space is away from food and drinks. Depending on how much you have to sort through, you may need an area where you can leave the materials laid out.
* Do a first pass of the items and sort the materials into groups. How you group things 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 for grouping your material 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 is recommended as it will help you complete the table and ensure you don’t donate something want to keep.

Completing the item listing

Identifier

* Giving your material an identifying number is only relevant if there is more than one item. If you have a lot of material, you may need to put it into separate containers (e.g. boxes or plastic crates).
* You may want to have 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 material.
* If there are films in your collection these 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). Captions can be provided on the Donor List (please do **not** write descriptions on the back of the print itself).

Object type

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

File name

* Include a file name if the material you’re providing is in digital format.

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

* Consider whether the material is in good condition for its age or there might be something else you can tell us about the context of the material – i.e., it was used to write a book, the photos appeared in an exhibition etc. For films, note if its 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 at the State Library.
* 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.
* Standard archival practice is 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.
* Digital image files should be clearly captioned with the description of the contents.

Oral Histories

* Files should be named using the name of the interviewee where possible [Last Name], [First Name] Interview [Number] or [Date].
* We recommend one 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 the catalogue. This can enhance the story for researchers and descendants as they can visualize the interviewee whilst listening to their story.

Example Item List

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| --- | --- | --- | --- | --- | --- | --- |
| **Identifier** | **Object Type** | **File name** | **Description** | **Creator** | **Date** | **Comment** |
| *Image, box or file number* | *Physical format and type* | *If a digital object* | *Describe the item in more detail. Include a title or caption* | *Who created the material* | *Single date or date range* | *Any additional comments about condition, context of the material etc* |
| Box 1 | Paper | - | Personal letters relating to daily life in Albany | Various | 1960-1965 | Letters are between several members of the Smith family |
| Box 2 | Paper | - | Travel diaries of Lucy Smith | Lucy Smith | 1965-1968 | Lucy Smith travelled around WA, working as a registered nurse |
| USB | Digital image | Lucy\_1.jpeg | Lucy Smith in nurses’ uniform at Dog Rock, Albany | Unknown photographer | 1968 |  |
| USB | Digital video file | Anzac.mov | Anzac driveway service (10 min., 160MB) | Hilary Smith | 2020 | Taken during the COVID-19 lockdown. |
| 1 | Slide | - | Peter and Danny Smith at the family farm in Katanning | Harry Smith | 1970 | Peter is roping a cow, Danny (child) is watching |
| 2 | Slide | - | Sulphur crested cockatoo | Harry Smith | 1971 | Pet of Danny Smith |
| - | 26 sound cassettes | - | Interview with Peter Smith | Chris Jeffrey | 1985-1986 | Peter Smith was a doctor at Fremantle Hospital |
| - | 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 |