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**Collection Listing Form**

Please fill in this form to provide further details to your [Collections Offers Form](https://proto.slwa.wa.gov.au/how-do-i/contribute-state-library-collections/donate-our-collections/collection-offers).

Once completed, this 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 if you have already submitted the form.

**Contact details**

|  |
| --- |
| **Name:** |
| **Organisation name** (if applicable)**:** |
| **Address:** |
| **Phone:** | **Email:** |
| **How should we contact you?** | Phone [ ]  Email [ ]  Post [ ]  |

 **Information about the collection**

|  |
| --- |
| **Who does this collection relate to?** Individuals, family, organisations, etc.  |
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|  |
| **What formats are in the collection?** Photographs, papers, interviews, films, etc. |
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| **Does it relate to a particular event, theme, or project?**  |
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|  |
| **What is your relationship with this collection?**  |
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|  |
| **If applicable, are you the Copyright holder? If not, who is?**  |
|  |
|  |

**For collections about an individual person:**

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| --- |
| **What is their date of birth and death?**  |
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| **Where did they live?**  |
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|  |
| **What types of things did they do in their life?**  |
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|  |

**For collections about an organisation:**

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| **Where was the organisation located?**  |
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| **What types of things did the organisation do?**  |
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| **Who were some key people involved?**  |
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**Collection Listing**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Box #** | **Item #** | **Format**  | **Description** | **Access** | **Creator** | **Date** | **Comments** |
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