

Collection Offers Form

Please complete this form if you would like to donate material to our collection.

We welcome offers of collection material from individuals and organisations. If you have material which you think may be of interest to the Library, we will be happy to consider. Please contact us first before sending or delivering any material to the Library for consideration.

1. Contact details

Name:		
Organisation name (if applicable):		
Address:		
Phone:	Email:	
How should we contact you?	Phone <input type="checkbox"/>	Email <input type="checkbox"/> Post <input type="checkbox"/>

2. Offer details

Type of material
<input type="checkbox"/> Photograph (please note that we cannot accept unidentified images) <input type="checkbox"/> Archival (non-current records of private individuals, families, churches, trade unions, companies, associations, and any other non-government organisations) <input type="checkbox"/> Video / Film <input type="checkbox"/> Oral History / Interview <input type="checkbox"/> Ephemera (material produced for a specific and temporary purpose e.g., flyers, posters, brochures, programs, tickets, invitations, labels, and menus) <input type="checkbox"/> Map (includes architectural plans) <input type="checkbox"/> Artwork <input type="checkbox"/> Posters <input type="checkbox"/> Other:
Quantity Please specify the number/size of the donation e.g., 3 boxes, 20 photographs.
Description What does this material describe? Include details such as people, places, and subjects or themes.

Condition of the material Include if there is damage such as mould, fading, or water damage.	
Creator(s) / owners(s) of the material	
Copyright owner (if known)	
How did you obtain this material?	
What date was the material created? If multiple dates, provide a date range.	
Does this material contain Aboriginal content? If yes, please fill in sections 3 and 4. If no, skip to 5. Additional information.	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Aboriginal content

Please identify the Aboriginal language group(s) and/or communities that the material relates to, if known.	
Does this material contain culturally sensitive content? Culturally sensitive material may include: <ul style="list-style-type: none"> • Images, names or voices of people who have died • Content that may be offensive • Distressing or traumatic content 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware of any cultural restrictions or protocols that may apply to this material? Cultural restrictions and protocols may include: <ul style="list-style-type: none"> • Mourning protocols • Material that can only be viewed by a particular gender • Secret, sacred, and sensitive material 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this material include unidentified Aboriginal or Torres Strait Islander peoples?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Indigenous Cultural and Intellectual Property (ICIP)

Indigenous Cultural and Intellectual Property includes:

- traditional knowledge
- language
- ancestral remains
- ceremonies
- traditional dance
- other cultural practices that are handed down through generations that reflect the identity of a community

Please see [NSLA's Position Statement on Indigenous Cultural and Intellectual Property \(ICIP\)](#) for further details.

<p>Does this material contain Indigenous Cultural and Intellectual Property?</p> <p>If yes, please complete the following questions.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Do you have consent to donate this material from the community that this Indigenous Cultural and Intellectual Property belongs to?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Are you a member of the community that this Indigenous Cultural and Intellectual Property belongs to?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Additional information

Please add any additional information here.

Thank you for offering to donate material to the State Library of Western Australia's collections.

Please submit this form via email to collections@slwa.wa.gov.au or hand it to the Welcome Desk on the ground floor of the State Library.

If you would like to discuss your offer, please contact the Collections team.

Contact us

Phone: 08 9427 3111 **Email:** collections@slwa.wa.gov.au