

## Archival Offer Form

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The National Library welcomes offer of original materials including personal papers, archival, pictorial and other published materials which document the stories of Australian history and society.

All offers will be assessed in line with the Library's recently revised [Collection Development Policy](#).

### DETAILS OF YOUR OFFER

#### Description of material

Briefly describe the item or collection you wish to offer, including any subject areas, time periods covered and issue numbers. Please provide the name of the person, family or organisation that created or kept the material. Further details can be provided on a separate sheet of paper.

#### Does your offer contain First Nations material?

YES       NO       NOT SURE

**Biographical/background information**

Briefly describe the person, family or organisation that created or kept the material or relevant background information AND please tell us why this material is significant to the National Library. Priority is given to strategic collecting initiatives identified in the NLA [Collecting Strategy](#).

**How did you acquire the collection?**

Briefly describe your relationship to the material (e.g. creator, collector, executor).

**Quantity/size of the collection**

Indicate the extent of the material (e.g. 1 painting, 4 wine boxes, 4 drawer filing cabinet, 12 digital photographs, etc).

**What is the condition of the item/collection?**

Please describe what condition the material is in (e.g. fair, a little dusty, water damaged, some evidence of mould, etc).

**Where is the collection?**

Briefly describe where the material is currently stored.

**Is your offer a donation?**

YES       NO       NOT SURE

**Any additional information**

Please provide any additional information that may be relevant or let us know if you have any questions.

<b>CONTACT INFORMATION</b>	
Contact name	
Organisation name	
Email address	
Phone number	
Preferred contact method	Email <input type="checkbox"/> Letter <input type="checkbox"/> Phone <input type="checkbox"/> No preference <input type="checkbox"/>
Address	
State	
Postcode	
Country	