



NATIONAL
LIBRARY
OF AUSTRALIA

Collection Offer form

The National Library welcomes offers of original materials including archival, pictorial and other unpublished materials which form part of the documentary record of Australian history and society.

Contact name:	
Organisation:	
Email:	
Phone number:	
Address line 1:	
Address line 2:	
Suburb/Town:	Postcode:
State: <input type="checkbox"/> ACT <input type="checkbox"/> NT <input type="checkbox"/> SA <input type="checkbox"/> VIC <input type="checkbox"/> NSW <input type="checkbox"/> QLD <input type="checkbox"/> TAS <input type="checkbox"/> WA	
Country: <input type="checkbox"/> Australia <input type="checkbox"/> Overseas (<i>please specify</i>):	
Preferred contact method: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> No response required <i>Indicate how you would prefer to be contacted by the Library.</i>	
Type of material: <i>Confirm the category of material.</i> <input type="checkbox"/> Pictures <input type="checkbox"/> Manuscripts <input type="checkbox"/> Other	
Is your offer a donation? <i>Confirm the type of offer.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	
Description of material: <i>Briefly describe the item/collection on offer. Please include subjects/time periods covered, and the name of the person/family/organisation that created or kept the material.</i>	
Biographical info: <i>Briefly describe the person, family or organisation that created or kept the material.</i>	

<p>How did you acquire the material? <i>Indicate your relationship to the material (e.g. creator, collector, executor).</i></p>
<p>Quantity of material: <i>Indicate the extent of the material (e.g. 1 painting, 4 wine boxes, 4 drawer filing cabinet, 12 digital photos).</i></p>
<p>Location of material: <i>Briefly describe where the material is currently stored.</i></p>
<p>Condition of material: <i>Indicate the general condition of the material (e.g. fair, some dust, water damaged, some evidence of mould, etc).</i></p>
<p>Existing documentation: <i>Indicate the availability of any list, inventory, digital image or other documentation that might assist in our evaluation of your material.</i></p>
<p>Additional information: <i>Please provide any other details that may be relevant, or let us know if you have any questions.</i></p>

Please submit your offer or enquiry prior to sending any material to the Library. All offers will be acknowledged within two weeks. Completed forms may be sent to:

Acquisitions team
Pictures & Manuscripts Branch
National Library of Australia
Parkes Place
Canberra ACT 2600
Email: specialcollections@nla.gov.au