

# Guidelines for Transferring Personal Records to the State Library of South Australia

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*Before sending any material, please make contact with the Archival Field Officer, using the above email address or complete and return the Archival donation enquiry form also available from the Library's*

*[http://www.slsa.sa.gov.au/webdata/resources/files/Archival\\_Donation\\_Enquiry\\_Form.pdf](http://www.slsa.sa.gov.au/webdata/resources/files/Archival_Donation_Enquiry_Form.pdf) web page.*

Please assist us with our work by:

- Ensuring the records are in good order
- Packing the records into our archive boxes
- Informing us of any pest/mould issues with the records
- Listing the contents of the boxes

It is now normal practice to request that before transferring records to the Library a box list is created for review before the material is physically transferred.

A box list template is in the Donor pack.

The Library will use the completed Archival Donation Enquiry form and the box lists to complete a preliminary appraisal process.

If accepted, a Library representative will then contact you to make arrangements for the transfer of the records to the Library.

## Advice on Records

The type of records the Library is interested in includes (but is not limited to):

- Correspondence
- Diaries, journals
- Photographs that are identified and dated
- Films and video-recordings
- Realia

Records the Library may not be interested in include:

- Photographs which are not identified
- Cards, mass produced with general greetings, e.g. Christmas or birthday cards
- Badly damaged, mouldy or insect damaged items
- Duplicates and photocopies
- Sundries, cheque stubs, etc.

If in doubt, please feel free to ask us at any time.

## Packing and transfer of records

As part of the transfer process the Library can send to you a supply of boxes for packing the records. Please contact us when you would like the Library to forward boxes to you.

It is best to list the records as you put them in the boxes. Please:

- Consecutively number each box and the corresponding list
- Do not seal boxes with tape

When you are ready to physically transfer the material, please contact us and we will coordinate delivery. We will need to have:

- Name of a contact person
- Contact telephone number or email address
- Number and size of boxes/cartons to be delivered

## Questions?

If you have any questions at any time about the transfer of the records, the types of records to send or any issue of concern, please do not hesitate to contact us.