

Letter to donor

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Thank you for your enquiry about donating your archival or Manuscript material to the State Library of South Australia. We Very much appreciate your interest in our archival collections. However we are not able to accept everything that is offered to us and so we will need to assess this material before we make a decision on whether or not to accept it.

This pack is designed to help you to provide us with the information we need in order to carry out this assessment. It contains the following:

- Archival Donation Enquiry form – if you have not already completed an Archival Donation Enquiry form it is essential that you now do this.
- Deed – Deposit of Records
- Deed – Gift of Records

Extract from the Library's *Collection Development Policy* broadly describing the kinds of material the Library is interested in collecting. View the full Collection Development Policy here:

<http://www.slsa.sa.gov.au/webdata/resources/files/colldevtpolicy.pdf>

- *Annotated Legal Agreement* – the State Library will only accept a donation if a legal agreement transferring custody of the material to the Libraries Board of South Australia is signed. The legal agreement also specifies access, copying and publishing conditions and can be used to transfer copyright to the Board. The agreement is not binding until signed by both parties.
- Sample box list and box list template – to be used to list the contents of individual boxes or containers where appropriate. The Library will generally require the donor to complete a box list for large quantities of material.

Guidelines for Transferring Records to the State Library of SA are available on the website for:

- Personal Digital Records
- Personal Records
- Society or Business Records

Checklist of items to be returned in the Reply Paid envelope supplied with the Donor Pack:

- Archival Donation Enquiry form
- Box list (if appropriate)

We will contact you after an initial appraisal of the material has been completed. Thank you for considering the State Library of South Australia as possible custodians for your important archival records. If you have any questions please contact the Archival Collection Development Officer on (08) 8207 7250 or email SLSA.ArchivalCollectionDevelopment@sa.gov.au.

