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| Offer of Archival Materials |  |

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Description automatically generated

This form collects information about archival materials being offered to the Library. Archival materials include letters, photographs, pictures, minute books, notebooks, diaries and other original or unpublished materials. The[Collections Policy](https://www.slsa.sa.gov.au/collections-policy)and *Archival Collections**Policy* **(**[SLSA6665](cmlauncher:159530&dbid=SL)**)** detail priorities and exclusions.

Please provide as much information as possible about the materials being offered as this will assist the Library in assessing the material. Please attach photographs of the collection if possible.

## Contact Information

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| Name: |
| Address: |
| Phone: |
| Email: |
| Date: |

## Provenance of the Material

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| What is your relationship to the material?  Creator  Owner  Executor of Estate/Agents of Owners  Employee  Relative  Vendor  Other  Further details (as required): |

## The Materials on Offer

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| Creator name (the individual/organisation who created the materials): |
| Creator information: |
| Description (why was the material created, what people, events, places, subjects are documented?): |
| Why are the materials significant?: |
| Dates: |
| Format (select applicable):  Manuscript  Pictures  Photographs  Drawings  Printed  Audio  Oral History  Photocopies  Other  Further details: |
| Digital:  Yes  No  If Yes please specify format:  Text  Image  Moving Image  Audio  Website  Other  Further details: |
| Quantity (eg. 12 photographs, 10 boxes):  Further details: |
| Condition:  Good  OK  Poor  Further details: |
| Location:  Own premises  Storage facility  Other (provide details)  Further details: |
| Is there an item listing for the material?  Yes (please attach)  No |
| Any further information (for example, references to relevant research etc.): |

## Form of Offer

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| Donation  Purchase  Cultural Gifts donation |

## Conditions of Offer

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| If you are considering any conditions upon the offer of the material please state: |

Submit form to: [SLSA.ArchivalCollections@sa.gov.au](mailto:SLSA.ArchivalCollections@sa.gov.au)