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| C:\Users\jebenj\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_CMYK.JPG | **ARCHIVES AND SPECIAL COLLECTIONS****DONATION ENQUIRY** |

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| **PLEASE COMPLETE AND RETURN AS A WORD DOCUMENT** |
| **ABOUT YOU** |
| **Contact details**  | Preferred Title: Name: Full Address: Organisation (if applicable): Phone:Mobile: Email:  |
| **Preferred contact method** |  Phone [ ]  Mobile [ ]  Email [ ]   |
| **Date of offer**  | *Today’s date*  | **Date materials available** |  Available now [ ]  Date available :  |
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| **ABOUT YOUR OFFER**  |
| **Proposed collection area for your donation** | UNIVERSITY ARCHIVES [ ]  PRINTS [ ]  RARE BOOKS [ ]  RARE EAST ASIAN [ ]  RARE MAPS [ ]  RARE MUSIC [ ]  UNSURE [ ]   |
| **Type of Material** | *Please advise the type of material on offer*  |
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| **Quantity of Material** | *Indicate the extent of the material (eg 1 book, 3 wine boxes, a 3-drawer filing cabinet, 10 digital photographs etc.)* |
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| **Description of material**  | *Briefly describe the item or collection of items you wish to offer, including any subject areas and time periods covered* |
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| **Background information**  | *Please provide the name of the person or organisation that created or kept the material* |
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| **How did you acquire the material**  | *Briefly describe your relationship to the material (e.g., creator, collector, executor)* |
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| **Location of Material**  | *Briefly describe where the material is currently stored, e.g., filing cabinets in office, boxed in garage, etc.* |
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| **Condition of material**  | *Indicate the general condition of the material (e.g., fair, a little dusty, water damaged, some evidence of mould or insects etc.)* |
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| **Any additional information** | *Please provide any additional information that may be relevant, or let us know if you have any questions* |
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| **Existing documentation or sample images**  | *Briefly describe (or attach) any list, inventory, digital image or other documentation that might assist us in our evaluation of your material* |
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