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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.)* |
|  |
| **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.* |
|  |
| **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.)* |
|  |
| **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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