

*This form is to be completed by the donor when an offer is made to the University Library of material for inclusion in the Art, Historical, or Gippsland & Regional Studies Collections. This form should accompany the donated material and be sent to the Collection Development Librarian for evaluation. The donor is encouraged to be aware of the Scope of the relevant Collection and to have read the linked [Federation University Australia Library Gifts and Donations Guidelines](#).*

I certify that to the best of my knowledge, the materials/objects being donated are free from any encumbrances and restrictions. I am the owner and custodian of the materials/objects and I now wish to assign their ownership to Federation University Australia, together with all copyright and associated rights to use and reproduce.

I understand that the location, management and preservation of the materials or other considerations relating to their use or disposition will be at the discretion of the University/Library and that materials added to the collections are available to University staff, students and visitors. I understand that the Library cannot provide valuations for donated materials.

**If, after evaluation, all or part of the material is not deemed suitable for inclusion in the collection, do you wish to retain those items not selected for acquisition? Yes/No**

Please note that unsuitable items not claimed within 90 days will become the property of the University and may be discarded.

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Description of item(s) being donated:** (If insufficient space, please attach list).

**Restrictions on access and reason/s:**

**Restrictions on Copying or Reproduction and reason/s:**

**Non-exclusive licence to publish, reproduce and exhibit**

I have read the Non-Exclusive Licence and, while retaining copyright, I agree to the Terms and conditions for publishing, reproducing and exhibiting for University purposes. **Yes/No**

**Curator/ Director: Evaluation/Acceptance:**

Donation assessed by: \_\_\_\_\_ Date: \_\_\_\_\_

Donation accepted for inclusion in collection: \_\_\_\_\_ **Yes / No Part / All**

Donation/Part donation not accepted:

Reason:

Method of disposal: \_\_\_\_\_ Date: \_\_\_\_\_

Returned to donor by: \_\_\_\_\_ Date: \_\_\_\_\_

**Version 2 November 2021**