

LANT Deed of Gift

Before you fill in the form

The Deed of Gift transfers the physical ownership of the material you are donating to Library & Archives NT and enables it to be made available in accordance with agreed-upon conditions. You can read more about donations on the website <http://lant.nt.gov.au/donate-collection>.

Fields marked with asterisk (*) are mandatory.

Fields marked with caret (^) are office use only.

Donor details

1. Donor's name & contact	
Title	
Name*	
Organisation	
Postal address	
Phone number*	
Email*	
2. Alternative contact if you are not available	
If you are unavailable to be contacted, please nominate an alternate contact who can act on your behalf in relation to the materials e.g. next of kin	
Title	
Name*	
Organisation	
Postal address	
Phone number*	
Email*	

3. Relationship to the materials

What is your relationship to the materials?* e.g. creator, collector, related to the creator	
If you are not the creator, please describe how and when the materials came into your possession e.g. inherited from [name of relative] and date	

Details of material donated

4. Creator/Provenance of the materials

Name of the creator* e.g. person's name or name of organisation	
Date and place of birth* (or date and place of establishment of an organisation)	
Profession or occupation*	
Brief biography of the person or history of the organisation* (Please include details about periods in the NT or events relating to NT history)	

5. Description of records

Description* (Additional details can be attached)	
Date range*	
Quantity* e.g. number of items, or boxes	
Format* (type of materials e.g. photographs, papers, diaries, publications)	

6. Unwanted material

If some materials within this donation are not considered suitable for the LANT collection, do you wish the materials returned to you?*

Yes / No

If no, unsuitable material will be disposed of at the discretion of LANT, by gifting to another Australian cultural institution or destroyed.

Conditions of donation**7. Public access to the material**

Material in LANT's Unpublished Collections is made available on open access. There are exceptions where donors may want conditions on access to collections or identified material within a collection for a period of time, for example, if the collection contains culturally sensitive information.

Do you agree for your material to be available for public access?*

Yes / No

If no, please provide details of when the material will be open to the public below

When will your material be available for public access?*

Please provide a date e.g. 1/1/2030, or now if not restricted

(written permission will be sought for requests for public access received during the restricted access period)

Please list the items with access conditions*

Are there any items in your donation that should not be listed in a public catalogue?*

Yes / No

e.g. the title or caption may contain private information

Library & Archives NT will make reasonable efforts to contact me (or my nominee if I am unavailable) to refer requests for written authorisation relating to special conditions. Reasonable efforts consist of sending a request via preferred contact method to me (or my nominee if I am unavailable). Where there is no response to a request within 6 weeks, the request will be considered denied,

8. Cultural sensitivity

Are there cultural restrictions that apply to this collection, e.g. secret or sacred, and/or potentially sensitive content?*

Yes / No

If yes, please explain

9. Copyright

Do you assign copyright of this material to LANT?*

By assigning copyright to LANT:

- Library & Archives NT may copy the material (copy or duplicate the material, or any part of it, in any form, including digital form) for its own publications and exhibitions with due acknowledgement of the creator.
- Library & Archives NT may copy the material to place in LANT's collections and to make it available to the public through LANT's access services including our digital services (permission to download).
- Library & Archives NT may make preservation or working copies to help preserve the originals.
- Library & Archives NT may supply copies to its users, or allow users to make copies, for any purpose, commercial or non-commercial, including publication, personal use, research and/or study purposes, under terms and conditions set by LANT including due acknowledgement of the creator.

Yes / No

If no, please continue on below

I wish to retain copyright and permit usage under Creative Commons Licence.

I grant Library & Archives NT the following licence:*

- Library & Archives NT may copy the material (copy or duplicate the material, or any part of it, in any form, including digital form) for its own publications and exhibitions with due acknowledgement of the creator.
- Library & Archives NT may copy the material to place in LANT's collections and to make it available to the public through LANT's access services including our digital services (permission to download).
- Library & Archives NT may make preservation or working copies to help preserve the originals.
- Library & Archives NT may supply copies to its users, or allow users to make copies under the following creative commons licence:
Please choose ONE option below
 (Users must acknowledge the creator when using the material and may share work, e.g. copy, digitise, or distribute material)

Yes / No

<p>a) Users may also make derivatives of the material (e.g. remix or adapt the material) and use the material for commercial purposes (Attribution (BY))</p>	
<p>b) Users may also make derivatives of the material (e.g. remix or adapt the material) and NOT use the material for commercial purposes (Attribution (BY-NC))</p>	
<p>c) Users may NOT make derivatives of the material (e.g. remix or adapt the material) and NOT use the material for commercial purposes (Attribution Non-Commercial No Derivatives)</p>	

Declaration

I, the Donor named in Part 1:

- a) wish to donate the materials described in Part 5 of the Deed ("the Material") to Library & Archives NT;
- b) warrant that I am the owner/representative of the owner of the Material, and have the authority to donate the Material;
- c) now assign absolutely and without condition to Library & Archives NT all my rights, titles and interests in the Material, except as specified in Parts 7, 8 and 9;
- d) if I have indicated "yes" in Part 9, assign all copyright that I or the organisation I represent owns in the Material to Library & Archives NT and warrant that I have authority to make that assignment;
- e) if I have indicated "no" in Part 9, now grant the licence which I have indicated, and warrant that I have authority to grant those licenses;
- f) warrant that my responses in Parts 3 & 4 are true and correct.
- g) understand that Library & Archives NT may loan my material to other cultural institutions for exhibition or display at their discretion and in accordance with established procedures and conditions;
- h) agree to inform the Library & Archives NT of any change to my contact details and the contact details of anyone I have nominated in this agreement

Library & Archives NT
GPO Box 42
DARWIN NT 0801 mail: lant.donations@nt.gov.au

10. Donor signature			
Name*			
Signature*		Date*	
11. Witness signature			
Name*			
Signature*		Date*	
Office use only^			
12. Accepted by LANT Representative			
Name*			
Position*			
Signature*		Date*	
Office use only^			
Date collection received^		TRM file number^	
Collection reference number^			

Further information

LANT Collection Development enquiries

lant.donations@nt.gov.au

Creative Commons

<https://creativecommons.org.au/learn/licences/>

Your personal information privacy rights

<https://nt.gov.au/law/rights/privacy-your-rights>

LANT Digital Services Privacy Policy

<https://ntl.nt.gov.au/digital-services-privacy-policy>