

LANT Offer of Material

Before you fill in the form

In order to assist us assess material being offered to Library & Archives NT (LANT), please complete as many fields as possible. Provide as much relevant information as you are able to pertaining to the material on offer. You are welcome to attach additional notes and images. Fields marked with asterisk (*) are mandatory. Fields marked with caret (^) are office use only.

If LANT agrees to accept your donation you will be asked to complete a Deed of Gift. The Deed of Gift transfers the physical ownership of the material to LANT and enables the material to be made available in accordance with agreed-upon conditions.

Donor details

Donor's name & contact	
Title	
Name*	
Organisation	
Postal address	
Phone number*	
Email*	
Ownership	
Who is the current owner of the material being offered? In most cases, this is the person who LANT will contact to formalise the donation if accepted. If the person donating the material is not the owner of the material, please provide the name and contact details of the owner(s), if known.	
Title	
Name*	
Organisation	
Postal address	
Phone number*	
Email*	

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

Details of material donated

Creator/Provenance of the material	
Name of the creator* e.g. person's name or name of organisation	
Title for the Collection/ Brief Description (Please provide the name the collection will be referred to and brief overall description of contents, e.g. Douglas Lockwood Collection containing the personal and professional papers of author and journalist Douglas Lockwood.	
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)	
When and where was the material created?* (E.g. between 1951-1980 in the Northern Territory) If relevant, why was the material created? (E.g. the materials were commissioned)	
Why do you think this material is significant? (Please attach additional information if necessary)	

Description and format	
Is there a current listing of the material? If Yes, please attach list. If No, please create/provide list on LANT template (we can email template)	
Date range*	
Quantity* (E.g. number of items, or boxes)	
Format* (E.g. Manuscript, Thesis, Pamphlet, Book, Folders, Box, Poster, Map, Digital file, Film. Video, Digital disc, Negative, Print, Transparency (slide), Glass plate negative, Lantern slide, 2 D artwork, 3 C artwork, Textile of fibre, Object, Tools & technology)	
Details of people, places and subjects documented in material	
Location and condition	
Where is the material currently located, and how is it stored?*	
(E.g. in 3 boxes in a garage; in folders)	
What is the condition of the material?*	
(Include any significant damage, i.e. rips and tears, stains, mould or mildew, water, insects, smells - vinegar syndrome)	

Copyright & Access

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 personal or culturally sensitive information.

Restrictions and conditions	
Are you the copyright owner of the material?*	
If copyright to the material is owned or shared by a third party, please provide the name and contact details of the copyright owner if known.	

Can clients of LANT access, copy, cite and publish the material? This includes allowing access copying (within the terms of the Australian Copyright Act 1968, and citation.*	
Does this material contain sensitive content and/or are you aware of any cultural restrictions that would apply to researchers accessing the material?*	
If so, please explain. (E.g. Sensitive material (Personal or Confidential), Secret/Sacred, Ceremonial, Other)	
Please list which items hold these sensitivities if known, and indicate any conditions or restrictions that we need to be aware of. (E.g. This collection includes images of Elders who have expressed that the material should be accessible to only certain members of their community until 2030 and then open to the public.	
Are there any conditions on researcher access and public use of the material, and if so, please state period of time with end date?*	
Are there any items in the donation that should not be listed in a public catalogue?*	
(E.g. the title or caption may contain private information)	
Are there Indigenous Cultural and Intellectual Property (ICIP) Rights to be aware of in the collection material?*	
(ICIP rights are Indigenous People's rights to their heritage and culture). If so, please list the names of relevant Aboriginal and Torres Strait Islander individual(s), their community/ies, or groups who may have communal rights in this offer. Please identify language/ languages/ nations groups if possible and provide contact details.	
Are the people referred to above aware that you are depositing this material with LANT?*. Please provide evidence that they understand and support this. Attach supplementary documentation if required.	
Preparing and packing material for transportation.	
Is advice required about the preparation and packaging of the material if it is accepted for donation? (How to pack, what type of box/container to use, keeping items in original order.)	

Is assistance required for postage and delivery costs for the donation?

If so, note details, estimated cost and carrier/courier available locally.

For further information contact

Postal Address

Library & Archives NT
GPO Box 42
DARWIN NT 0801
PH: (08) 8999 7177

E: lant.donations@nt.gov.au

W: <http://lant.nt.gov.au/donate-collection>

Darwin

Northern Territory Library
4 Bennett St
Parliament House
Darwin City NT 0800

Northern Territory Archives Centre
Kelsey Crescent
Millner NT 0810

Alice Springs

Alice Springs Reading Room
Minerals House
58 Hartley Street
Alice Springs NT 0870