

# LANT Deed of Gift - Publications

## 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 a caret (^) are for office use only.

## Donor details

1. Donor's name & contact	
Title	
Name*	
Organisation	
Postal address	
Phone number*	
Email*	
2. Alternative contact for culturally sensitive material if you are not available (See Section 7)	
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. your next of kin.	
Title	
Name	
Organisation	
Postal address	
Phone number	

3. Relationship to the materials	
<b>What is your relationship to the materials?*</b> e.g. creator, collector, related to the creator	
<b>If you are not the creator, please describe how and when the materials came into your possession</b> e.g. inherited from [name of relative] and date; purchased from bookshop; gift from [name if known]	

## Details of material donated

4. Creator / author of the materials	
<b>Name of the creator*</b> e.g. person's name or name of organisation.	
<b>Date and place of birth</b> (or date and place of establishment of an organisation).	
<b>Please provide more details about the creator if known:</b> If you are donating your own self-published material, please tell us about yourself.	
5. Description of publications. Additional items can be listed in Attachment 1.	
<b>Title, Creator*</b> (If multiple items, please use the accompanying Spreadsheet).	
<b>Date of publication</b> e.g. the date posters were created/published.	
<b>Format*</b> (Type of materials, e.g. books, videos, DVDs, CDs, maps, digital files on hard drive, etc.).	

**6. Unwanted material**

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

Yes / No

If you select '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 and Cultural Sensitivity**

Material in Published Collections is made available for unrestricted public access. If a publication contains culturally sensitive information, the donor or LANT may choose to request that access to the publication be restricted. If different conditions apply to additional items please list in Attachment 1

a) Are there cultural sensitivities that apply to this collection, e.g. secret, sorrow, or sacred?\*

If yes, please explain and answer b), c), and d) below

Yes / No

b) If yes, when would you like your material to be available for public access?

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

(Written permission from the donor will be sought for requests for public access received during the restricted access period.)

c) If yes, please list the items with access conditions.

d) If yes, please list any particular items in your donation that should not be listed in a public catalogue?

e.g. the title or description of [name of publication] may contain culturally sensitive information.

Library & Archives NT will make reasonable efforts to contact you (or your nominee if you are unavailable) to regarding requests for written authorisation relating to special conditions. Reasonable efforts consist of sending a request via your preferred contact method to you (or your nominee if you are unavailable). Where there is no response to us notifying you of a request for access within six weeks, the request will be approved.

## 8. Copyright

Copyright in published materials remains with the copyright owner of the published material. If you are the copyright owner, you may grant LANT a licence to use the publication.

Answer the following questions if you are the copyright owner only. If you are not the copyright owner, LANT will make use of the material as permitted in the Copyright Act.

Are you the owner of the Copyright in the material? *	Yes/No
<p>If you are the copyright owner, do you wish to retain copyright and permit usage under a Creative Commons Licence?</p> <p><b>If yes, I grant Library &amp; Archives NT the following licence:</b></p> <ul style="list-style-type: none"> <li>• Library &amp; 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.</li> <li>• Permission to download: Library &amp; 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.</li> <li>• Library &amp; Archives NT may make preservation or working copies of the material to help preserve the originals.</li> </ul>	Yes / No
<p>Library &amp; Archives NT may supply copies to its users, or allow users to make copies under the following Creative Commons Licences:</p> <p><b>If you are the copyright owner and you answered 'Yes', please choose ONE option below:</b></p> <p>(For every option, users must acknowledge the creator when using the material and may share the work, e.g. copy, digitise, or distribute the material.)</p>	Yes/No
<p>a) <b>Users may also make derivatives of the material (e.g. remix or adapt the material) and use the material for commercial purposes.</b></p> <p>(Attribution (BY))</p>	
<p>b) <b>Users may also make derivatives of the material (e.g. remix or adapt the material) and NOT use the material for commercial purposes.</b></p> <p>(Attribution Non-Commercial (BY-NC))</p>	

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|--|--|
| <p>c) <b>Users may NOT make derivatives of the material (e.g. remix or adapt the material) and NOT use the material for commercial purposes</b><br/>(Attribution Non-Commercial No Derivatives (BY-NC-ND))</p> |  |
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## 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 and 8;
- d) if I have indicated in Part 8 a grant of licenses to Library & Archives NT, I now grant the licence which I have indicated, and warrant that I have authority to grant those licenses;
- e) warrant that my responses in Parts 3 & 4 are true and correct;
- f) 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;
- g) agree to inform 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  
Email: [lant.info@nt.gov.au](mailto:lant.info@nt.gov.au)

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

## Further information

LANT donation enquiries

[lant.donations@nt.gov.au](mailto: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://lant.nt.gov.au/digital-services-privacy-policy>

# Attachment 1

Use this table provide information about additional items in the donation. Copy this page if you need more room.

1. Title, Creator Include information about the creator if known)	2. Date of Publication	3. Format (eg books, videos, DVDs, CDs, maps, digital files on hard drive, etc.).	4.1 Are there cultural sensitivities that apply to this item e.g. secret, sorrow, or sacred?*	4.2 If yes, when would you like your material to be available for public access. 1/1/2030, or write 'now' if not restricted.	4.3 if yes, should the ite be listed in a public catalogue?	5. Are you the copyright owner? YES/NO	6.1 If you are the copyright owner, do you wish to retain copyright and permit usage under a Creative Commons Licence, granting LANT a licence to use (See section 8) YES/NO	6.2 If f you answered 'Yes', please choose ONE option below: Choose 1 of the following (See Section 8 for details. (a) CC (Attribution (BY) (b) CC (Attribution (BY-NC) (c) (Attribution BY-NC-ND)