Donate to the AIATSIS collection

AIATSIS welcomes donations of unique, rare and unpublished materials relating to Aboriginal and Torres Strait Islander studies, culture, knowledge and experience. We accept photographs, sound recordings, moving image, language materials, art and objects, ephemera and unpublished materials, including manuscripts, personal papers, diaries, field notebooks and theses. We may accept offers of published materials that are otherwise hard to source.

All materials are assessed for suitability against our [Collection Development Strategy](https://aiatsis.gov.au/sites/default/files/docs/about-us/collections/collection_development_strategy_2017_2021.pdf) before acceptance.

## Making an offer of material

If you would like to donate material to AIATSIS, please complete and email this [Offer of Material](http://aiatsis.gov.au/sites/default/files/docs/collections-and-library/collections/offer-of-material.doc) form to donations@aiatsis.gov.au or post it to:

Senior Registrar
AIATSIS Collections
GPO Box 553
Canberra ACT 2601

All offers of material are assessed by our specialist staff. We will contact you to obtain more information if we cannot make an assessment based on the information provided in this Offer of Material form.

## Donating the Material

If AIATSIS 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 AIATSIS but not the copyright, and enables the material to be preserved, digitised and made available in accordance with agreed-upon conditions or restrictions.

AIATSIS is experienced in the ethical and safe management of Aboriginal and Torres Strait Islander collections, including secret/sacred material and other sensitive information. We ask all donors to alert us to potentially sensitive content to ensure it is handled and administered appropriately.

 **OFFER FORM**

This information is confidential and will only be accessible to AIATSIS staff.

When you fill out this form, please provide as much information as possible (if necessary please attach additional notes and images). All boxes and selections in **RED** need to be completed in order to process and assess the material. Please ensure all contact details are correct so that we can contact you in regards to your offer.

**PLEASE DO NOT SEND ANY MATERIAL WITH THIS FORM**

|  |
| --- |
| YOUR DETAILS |
| Name: |
| Organisation: (if applicable) |
| Address: |
| Phone: | Email: |
| Have you previously donated material to AIATSIS?[ ]  Yes[ ]  No |
| OWNERSHIP  |
| Are you the current owner of the material being offered? *In most cases, this is the person who AIATSIS will contact to formalise the donation if accepted.*[ ] Yes[x] No – please describe your relationship to the material/owner(s) and provide the name and contact details of the owner(s), if known.  |
| Name: |
| Organisation: |
| Address: |
| Phone number: | Email: |
| DETAILS OF THE COLLECTION |
| **Brief Description/Title for the Collection**(Please provide a brief description/title for the material being offered, e.g. A collection of children’s drawings from Yuendumu; Sound recordings from Maningrida collected in 1978 by ….) |
| **Who created or authored the works in the collection?** |
| **If you are not the author or creator of the material, are you aware of the history of its ownership, and can you describe how it came into your possession?****If you purchased the material, where did you purchase the item(s) from? Do you have any receipts or purchase documentation?** |
| **When and where were the materials created?** (E.g. between 1982-88 in Hobart)**If relevant, why were the materials created?** (E.g. they were commissioned) |
| **Where is the collection currently located, and how is it stored?** (E.g. in 3 boxes in a garage; in folders) |
| **What is in the collection of work and approximately how many items are there? (Please provide some indication of the size of the collection if possible).** Include titles, subject areas, communities, people, Languages, places, stories. (Attach a list of the material in Word [.doc] or Excel [.xls] if necessary).  |
| **What formats are in your collection?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Moving Image** | **Photographic** | **Audio** | **Print** | **Art & Object** |
| Film [ ]  | Negative [ ]  | Audio cassette [ ]  | Manuscript [ ]  | 2 D artwork [ ]  |
| Video [ ]  | Print [ ]  | Audio reel [ ]  | Thesis [ ]  | 3 D artwork [ ]  |
| Digital disc [ ] Digital file [ ]  | Transparency (slide) [ ] Glass plate negative [ ] Lantern slide [ ] Digital file [ ]  | Analogue disc [ ] Digital file [ ]  | Pamphlet [ ] Book [ ] Folders [ ] Boxes [ ] Posters/maps [ ] Digital file [ ]  | Textile or fibre [ ] Ceremonial object [ ] Tools & technology [ ] Digital file [ ]  |
|  |  |  |  |  |

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| **What is the condition of the material?** (E.g. is it well organised, in working order, water damaged; is there evidence of mould or mildew; does the film / photographic material have a vinegar smell? etc) |
| **Why do you think the material is significant?** (Please attach additional information if necessary)  |
| **RESTRICTIONS:** Do the item(s) contain sensitive content? [ ] No [ ] Yes [ ] Unsure **What type of sensitivity?** [ ] Secret/Sacred [ ] Male Only [ ] Female Only [ ] Ceremonial  [ ] Sensitive material (Personal or Confidential) [ ] Other**Please list which items hold these sensitivities if known.** Please describe/identify the sensitive items (or attach information listing the details of sensitive items). Please let us know if you are unsure whether the collection or individual items include sensitivities. |
| COPYRIGHT & ACCESS CONDITIONS |
| **Copyright:** * *As a general rule, the copyright owner of a work is the creator/author/maker in the first instant, unless the creator has*[*assigned copyright in advance*](http://www.copyright.com.au/about-copyright/ownership/assigning-and-licensing/)*(e.g. to a client or a publisher).*
* *If a work is created by an employee in the course of his or her employment, the employer owns the copyright, unless otherwise agreed.*
* *Where the work is the product of a collaboration, the copyright may be jointly owned.*
* *Upon the death of the creator copyright passes to the estate or nominee unless otherwise agreed.*

Please tick the appropriate boxes:**Are you the copyright owner of the item(s)?** [ ] Yes [ ] No [ ] I am unaware of who owns the copyright of the item(s)Yes - Please indicate if:- You would like to be involved in future administration of access to the material 🞎- You would like to enter into an agreement with AIATSIS regarding the copyright of your material (i.e. a Copyright Deed) 🞎[ ] Copyright to the item(s) is owned or shared by a third party(Please provide the name and contact details of the copyright owner if known)**Please describe your knowledge of the copyright of the items:****Are you aware of any reasons why part or all of the item(s) should be restricted to clients wanting to access this material? Please indicate any conditions or restrictions you would like us to consider.** (Eg. The collections includes images and recordings of elders who have indicated that the material should be accessible only to certain members of their community until 2025 and then open to the public). Please be aware that AIATSIS will normally only accept materials that can be made available to clients, and in accordance with the views and sensitivities of the relevant Aboriginal and Torres Strait Islander people. **Can clients of AIATSIS access, copy, cite and publish the items?** **This includes allowing access, copying (within the terms of the Australian Copyright Act 1968), and citation.**  |
| **Who may own the Indigenous Cultural and Intellectual Property (ICIP) Rights in the collection material?**(ICIP Rights refer to all aspects of Indigenous peoples’ cultural heritage.)Please list the names of relevant Aboriginal and Torres Strait Islander individual(s), their community/ies or groups who may have communal rights to material in this offer. Please list in order of preferred contact.Please identify a language or nation affiliation if possible and provide contact details (including phone and email where possible) |
| **Are the people referred to above aware that you are depositing this material with AIATSIS in order to preserve it and make it accessible? Please state your understanding of their willingness to do so.** |
| **Attach supplementary material or notes if appropriate**(Please list all attachments here. Eg. digital images, list, inventory, certificate of authenticity, receipts, or other documentation) |