



# AIATSIS

AUSTRALIAN INSTITUTE OF ABORIGINAL  
AND TORRES STRAIT ISLANDER STUDIES

## 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AIATSIS welcomes donations of unique, rare and unpublished materials relating to Aboriginal and Torres Strait Islander studies, culture, knowledge and experience.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, art and objects, ephemera and print 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 a set of criteria before acceptance.

### **Making an offer of material**

If you would like to donate material to AIATSIS, please complete and email this [Offer of Material](#) form to [donations@aiatsis.gov.au](mailto: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 to assess your offer if we cannot make an assessment based on the information contained in your Offer of Material form

### **Donating the Material**

If AIATSIS agrees to accept your donation you will be asked to complete a Deed of Gift.

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 appropriately.



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## OFFER FORM

This information will be accessible to AIATSIS staff only.

When you fill out this form, please provide as much information as possible (if necessary attach extra pages and provide images, if applicable).

**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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
OWNERSHIP	
Are you the owner of the material being offered ?  <input type="checkbox"/> Yes <input type="checkbox"/> No – please describe your relationship to the material/ owner and provide the name and contact details of the owner/s, if known	
Name:	
Organisation:	
Address:	
Phone:	Email:
DETAILS OF THE COLLECTION	
<b>Collection Title</b> Please provide a title for the material being offered. E.g. Papers of John Doe	



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**Who created or authored the works in the collection?**

**If you are not the author or creator of the material, how was it acquired?  
What is the origin of the material offered? How did you come into possession of the item(s)?  
If you purchased the material, where did you purchase the item(s) from?**

**When were the materials created and where? (e.g between 1982-88 in Hobart)**

**Where is the collection now?**

**What is in the collection or work and approximately how many items are there?**

Include titles, subject areas, communities, people, places, stories. (If you have a list of the material please attach it)

**What formats are in your collection?**

**Moving Image**

Film   
Digital disc   
Digital file

**Photographic**

Negative   
Print   
Transparency (slide)   
Glass plate negative   
Lantern slide   
Digital file

**Audio**

Audio cassette   
Audio reel   
Analogue disc   
Digital file

**Print**

Manuscript   
Thesis   
Pamphlet   
Book   
Folders   
Boxes   
Posters/maps   
Digital file

**Art & Object**

2 D artwork   
3 D artwork   
Textile or fibre   
Ceremonial object   
Tools & technology   
Digital file

**What is the condition of the material?** (E.g. is it well sorted, in working order, water damaged, have evidence of mould, does film / photographic material have a vinegar smell, etc)



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**Why do you think the material is significant?**

**RESTRICTIONS:** Do the item(s) contain sensitive content?  No  Yes

**What type of sensitivity?**  Secret/Sacred  Male Only  Female Only  Ceremonial  
 Sensitive material (Personal or Confidential)  Other

**Please list which items hold these sensitivities.** Please describe/identify the sensitive items (or attach information listing the details of sensitive items).

**COPYRIGHT & ACCESS CONDITIONS**



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**Please tick the appropriate boxes and provide any other information that you can**

Are you the copyright owner of the item(s)?  Yes  No  I am unaware who owns the copyright of the item(s)

Copyright to the item(s) is owned or shared by a third party

*Please provide name and contact details of the copyright owner if known*

AIATSIS will normally only accept donations when the materials can be made available to users. This includes allowing access, copying (within the terms of the Copyright Act), and citation.

Do you agree that you will allow AIATSIS to make the materials available for these purposes?  Yes  
No

If no please indicate the access restrictions you would like us to consider, please note these may mean we do not accept your offer.

**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 on this offer. Please list in order of preferred contact.

Please provide contact details (including phone and email where possible):

Please state your understanding of the willingness of the people you have referred to above, to this material being archived and made accessible to other people.

**10. Attach supplementary material if appropriate**

For example: list, inventory, certificate of authenticity, digital images or other documentation