

# Collection Donations Declaration



**Please print**

**Name:**

**Address:**

**Telephone:**

**Email:**

**Description of the item(s) being donated:**

---

In offering to donate the items described above:

- I acknowledge that the State Library of New South Wales accepts donations of library material for the Mitchell Library in accordance with the Library's Collection Donations Policy which is located at: <http://www.sl.nsw.gov.au/about-library/legislation-and-policies>;
- I understand that the Library does not accept donations for the general reference collections;
- I agree that donated material that falls outside the Library's priority collecting areas, is duplicate to the collection, is in poor condition or is otherwise not required for the Collection, may be discarded or passed on to another library without further notification to me or my representatives; and,
- I declare that I am/we\* are the sole owner/s of the items described above and that I/we have the full right and authority to donate those items to the State Library.

**Signed:**

**Date:**

**\*Note:** All owners must sign this declaration. If the donation is being given by a company or other corporate entity, then the authorised representative of that company must sign.

**Privacy notice:**

The information on this form is collected for the primary purpose of processing and recording State Library donations. Other purposes of collection may include administrative matters and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the State Library to accept and process the donation. You have a right to access and amend personal information that the State Library holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the State Library Privacy Contact Officer at [privacy@sl.nsw.gov.au](mailto:privacy@sl.nsw.gov.au) or on 9273 1796.

**STATE LIBRARY USE ONLY**

**Declaration received by:**

**Date:**

**Acceptance of donation authorised by:**

**Date:**