

UPPER HUTT CITY LIBRARIES HERITAGE COLLECTIONS

DONATION FORM

DONOR'S DETAILS

SOURCE NAME:	DATE:
ADDRESS:	PHONE:
	EMAIL:
RECEIVED BY:	RECEIVED AS:
	- Donation
	- Digitisation only (ie, scanned and returned)
TOTAL ITEMS:	

DESCRIPTION OF ITEMS

TITLE/ SUBJECT:
NOTES (ATTACH FURTHER INFORMATION IF REQUIRED):
ANY RESTRICTIONS (ATTACH FURTHER INFORMATION IF REQUIRED)?
<p>TERMS & CONDITIONS: Upper Hutt City Libraries will assess items under the terms of its Collections Policy. The return of items that are rejected because they are unsuitable will be arranged with the donor. Unwanted items that are not collected within six months of the date of this receipt will be disposed of or referred to other organisations. Items that are accepted will be considered to be the property of Upper Hutt City Libraries.</p> <p>Note that, unless Donor/Owner has specified otherwise in RESTRICTIONS field above, permission will be considered to have been given for items to be digitised and made available on the Library's Recollect website (or any other of its online platforms). Further (again, if not otherwise specified above) permission will also be considered to have been given for the items to be available for re-use under the terms of a Creative Commons Attribution-NonCommercial 3.0 New Zealand licence.</p> <p><i>I agree to the above Terms and Conditions</i></p> <p>SIGNATURE OF DONOR/ OWNER: _____</p>

FOR OFFICE USE ONLY:

THANK-YOU LETTER REQUIRED: Yes No (circle one)

ACCESSION No.:

LOCATION BOX NUMBER:

ANY CONSERVATION REQUIREMENTS:

NOTES: