



Invercargill City Libraries and Archives Community Archives Donation Form

I, as the donor of the material briefly listed on page two of this document, understand and agree that my donation is made under the following circumstances.

1. An appraisal of the donation will be conducted by Archives or Library staff in accordance with internal appraisal policies. The purpose of the appraisal process is to ensure that the donation falls within the scope of the *Invercargill City Libraries and Archives; Archives Collection Policy* and is of long-term historical, evidential and/or informational value.
2. Though very rare, from time to time it may be necessary for material to be permanently removed from the archive repository. The Invercargill City Libraries and Archives retain the right to re-appraise material at any time. Should an item be permanently removed from the repository, the material will be offered back to the donor where possible.
3. As it is the aim of the Invercargill City Libraries and Archives repository to provide free and open access to the information it holds, the donation will be open to public access unless otherwise negotiated at the time of donation. The Invercargill City Libraries and Archives retains the right to restrict access to material if the content is of a sensitive nature, or restrict the copying of material if the process is likely to cause damage to the item.
4. The donation of material to the Invercargill City Libraries and Archives repository indicates the permanent transfer of control and custody of the material from the donor to the archive repository unless otherwise negotiated at the time of donation.
5. Intellectual rights, such as any copyright the donor may own, remains with the donor until copyright is no longer applicable. If requested, the Invercargill City Libraries and Archives will hold a signed statement on file giving any member of the public the ability to publish material that the donor has the copyright for.
6. Once material has been accepted into the repository, the items will not be loaned out of the Invercargill City Libraries and Archives building without the express permission of the Archivist and Manager of Information Services. Material will only be loaned back to the donor.

By signing this donation form, I understand and agree to the conditions mentioned above.

Name of Donor _____

Address _____

Phone Number or Email _____

On Behalf Of (i.e. community group) _____

Signature _____ **Date** _____

