

Special Collections Donation form



To accompany donation to the Murdoch University Library by the sole owner or agent of the owner, of a collection of materials.

Joint owners should contact Manager, Resources and Collections contact details on this page: <https://www.murdoch.edu.au/library/> to discuss a donation of jointly owned materials.

Donor name	
Address	
Phone/Mobile	
Email	

Description of items being donated

(if insufficient space, please attach list)

Conditions applying to this donation:

For example the material is culturally sensitive/has legal implications/has commercial implications.

Condition(s) to apply until (date): / /

Declaration by Donor

I (name), _____, hereby donate and convey to the Murdoch University Library, all rights, title and interest that I possess in the materials named/listed overleaf.

I represent and warrant that I am the *Sole Owner /Literary Executor/Trustee of the materials described above and that I have full right, power, and authority to give the materials to Murdoch University.

**Please delete those which do not apply.*

In addition, where I (name), _____, am the owner of copyright in any of the materials in the donation,

#I transfer copyright in the materials to Murdoch University

or

#I grant Murdoch University a non-exclusive, perpetual, worldwide licence to reproduce and communicate by any means or method copies of those materials.

I further understand that:

1. Murdoch University cannot guarantee that it can or will honour the requested conditions to apply to the donation, however it will make all reasonable endeavours to do so;
2. the Library cannot provide valuations for donated materials;
3. The location, retention, cataloguing and preservation of the materials or other considerations relating to their use or disposition, are at the discretion of the Library;
4. Materials added to the collections shall be accessible to all persons qualified to use the materials in the Murdoch University Library, subject to any conditions applying to this donation; and
5. It is entirely within Murdoch University's discretion to dispose of materials surplus to its requirements, and that such disposal is usually in the form of donations to other libraries or for sale for charitable purposes.

Signed:

Donor: _____ Date: _____

Witness: _____ Date: _____

Acceptance by Library

I accept this donation on behalf of the Library:

Name: _____ Position: _____

Signed: _____ Date: _____

Donation physically received by the Library on:

Signed: _____ Date: _____