



## OFFER OF DONATION FORM

AUSTRALIAN PERFORMING ARTS COLLECTION

### YOUR DETAILS

Name

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Email

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Phone

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Address

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### YOUR OFFER OF DONATION

Please provide as much detail as possible.

► **Description of your material**

Briefly describe the material you wish to offer including any subject areas (Circus, Dance, Music, Opera, Theatre) and time periods covered. Please also indicate the quantity of material.

► **Background information**

Please provide the name of the person, family or organisation that created or kept the material.

## YOUR OFFER OF DONATION (cont.)

▶ **Do you own this material? How did the material come into your possession?**

▶ **Who is the maker or creator of the material (If known)?**

▶ **Do you know who holds copyright in this material? (If applicable)**

▶ **Location of the material**

Where is the material currently stored?

▶ **Condition of material**

Indicate the general condition of the material eg. fair, a little dusty, water damaged, evidence of mould.

▶ **Any additional information or questions**

▶ **Photographs - please attach images to your return email**

We require photographs of the material in order to assess your offer. Please position a ruler beside the item in the photo to provide a sense a scale. Details such as inscriptions or labels would be most appreciated. It is also helpful to take photos from several different angles and in good light.

**I have read the Collection Donation Guidelines**

[www.artscentremelbourne.com.au/en/exhibitions-collections/australian-performing-arts-collection/donations](http://www.artscentremelbourne.com.au/en/exhibitions-collections/australian-performing-arts-collection/donations)

**Please email your completed form and photographs of your material to:**

**collection.offers@artscentremelbourne.com.au**

**or post to: Collections, Arts Centre Melbourne, PO Box 7585, St Kilda Rd, VIC 8004**

**To learn more about the Australian Performing Arts Collection, please visit our website**

**[www.artscentremelbourne.com.au/exhibitions-collections](http://www.artscentremelbourne.com.au/exhibitions-collections)**

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