



Rockhampton Catholic Diocesan Archives (RCDA)

DONATION TO THE ROCKHAMPTON CATHOLIC DIOCESAN ARCHIVES

1. Policy Statement

- 1.1 The Rockhampton Catholic Diocesan Archives (RCDA) is pleased to accept donations of materials and items that enrich and support our work of preserving the cultural history of the church in Central Queensland.
- 1.2 Donations are accepted for inclusion into the collection on the basis of their relevance to the history of the diocese and in accordance with the archives donation guidelines (see below). Each donation is individually assessed to ascertain whether it would make a valuable addition, in whole or in part, to current holdings.

2. Conditions of Acceptance

- 2.1 Donations are only accepted on the basis that the accepted material becomes the property of the Diocesan Archives. While the wishes of donors will be given every consideration, donations are not normally accepted with conditions of access or retention.
- 2.2 All donated materials are integrated into the existing collection. The Archivist reserves the right to dispose of any items which are considered to be unwanted or duplicated to other institutions or other appropriate places.
- 2.3 Other criteria used to determine acceptability are:
 - (a) that the prospective donations fall within the scope of the Archives collection policy;
 - (b) that the donated items would not unnecessarily duplicate materials already held;
 - (c) that the physical condition of the materials is acceptable (for example, the archives will not usually accept damaged items or materials which have been significantly defaced); and
 - (d) that the Archives is in a position to process and maintain the material.

3. Procedures

- 3.1 All donations are to be accompanied by a signed *Deed of Gift* form. Copies of the form are available from the Archivist or may be downloaded from the Internet.
- 3.2 On receipt of the completed form the RCDA will:
 - (a) draft and send a letter advising of the acceptance of the donation
 - (b) place the numbered *Deed of Gift* form plus a copy of the letter in a ring binder that will serve as the local "Donations Register"
 - (c) place the item in an appropriate acid-free container and label with the registration number
 - (d) update the archives *Finding Aid*

Attachments

Appendix 1: Deed of Gift

DEED OF GIFT OF ARCHIVES MATERIALS

Name and address of Donor

Description of item(s) being donated

If insufficient space, please list overleaf

Copyright Declaration (if applicable*)

**This copy right declaration is only applicable for donations of original materials, not for donations of published books, journals and similar items.*

I own and have full copyright of all the donated materials Yes No

OR

I own or control the copyright of all donated materials in my capacity as:

Agency delegate Trustee Literary executor

I agree to transfer copyright of the above materials to the Archives _____(please initial)

I do not agree to transfer copyright of the above materials to the Archives _____(please initial)

DECLARATION OF DONOR

I the undersigned, hereby donate to Rockhampton Catholic Diocese Archives all rights, title, and interest that I possess in the above materials. I declare that I am the sole owner or authorised delegate in respect of the materials described above and that I have the full right and authority to donate the materials.

I understand that the location, retention, cataloguing, use and preservation of the materials are at the discretion of the Archivist, Catholic diocese of Rockhampton, and that materials added to the collection shall be accessible to people authorised to use materials held in the Archives.

Signed _____ Date _____

ACCEPTANCE BY ARCHIVES *(office use only)*

Material was physically received on: Date _____ Signed _____