

# Deed of Gift for Original Materials

Office use only
Collection
Number:

## 1. Donor Details

Donor Name: .....

Organisation: .....

Position/ Relationship: .....

Address: .....

.....

Phone: .....Email: .....

I am the owner of / am the creator of / have authority to donate the described material to Library & Archives NT.

## 2. Copyright Ownership

Do you own the copyright for this material?

All       None       Some

Please list material where you do not own all of the copyright and provide name/s and contact details (if known) of other joint copyright owner/s or creator/s of this material:

.....  
.....  
.....

## 3. Copyright, usage and reproduction rights

### 3.1 Copyright Option 1

Donor assigns copyright to Library & Archives NT

Are you willing to assign copyright which you own of the material described in (5) to Library & Archives NT?

Yes       No      (go to Copyright Option 2 at 3.2 below)

By choosing yes and assigning copyright to Library & Archives NT, I understand that:

- Library & Archives NT may copy the material (copy or duplicate the material, or any part of it, in any form, including digital form) for its own publications and exhibitions with due acknowledgement of the creator.
- Library & Archives NT may copy the material to place in LANT's collections and to make it available to the public through LANT's access services including our websites.
- Library & Archives NT may supply copies to its users, or allow users to make copies, for any purpose, commercial or non-commercial, including publication, personal use, research and/or study purposes, under terms and conditions set by Library & Archives NT including due acknowledgement of the creator.
- Library & Archives NT may make preservation or working copies to help preserve the originals.

### 3.2 Copyright Option 2

Donor retains Copyright and permits usage and reproduction through a Creative Commons License.

If you wish to retain your copyright in the materials are you now willing to licence that material under one of the following Creative Commons Licences?

Yes (Please select a licence from the table below)

No (go to section 3.3 Copyright Option 3 below)

(Full details of the Creative Commons International 4.0 Licences are described at <http://creativecommons.org/licenses/> the Creative Commons website. The following table is a summary of these licenses only. Library & Archives NT recommends you read the full license terms before selecting a licence.)

Tick your chosen licence	Creative Commons Licences	Explanation of License conditions:			
		Users Must:	Users May:		
		Acknowledge the creator/others when using the material	Share the Work, e.g. copy, distribute the material	Make Derivatives, e.g. remix or adapt the material	Use the material for commercial purposes
	Attribution (BY)	Yes	Yes	Yes	Yes
	Attribution Non Commercial (BY-NC)	Yes	Yes	Yes	No
	Attribution Non Commercial No Derivatives	Yes	Yes	No	No

3.3 Copyright Option 3

Donor retains Copyright and permits usage and reproduction by the following licence:

If you wish to retain your copyright in the materials are you now willing to licence that material under an enduring, irrevocable, perpetual, non-exclusive licence to Library & Archives NT under the following conditions?

Yes

By choosing Yes I understand that I allow the following:

- Library & Archives NT may copy the material (copy or duplicate the material, or any part of it, in any form, including digital form) for its own publications and exhibitions with due acknowledgement of the creator.
- Library & Archives NT may copy the material to place in LANT's collections and make it available to the public through LANT's access services including the websites.
- Library & Archives NT may supply copies to its users, or allow users to make copies, for non-commercial use including personal use, research and/or study purposes, under terms and conditions set by Library & Archives NT including due acknowledgement of the creator.
- Library & Archives NT may make preservation or working copies to help preserve the originals.

**4. Other access conditions**

Please list any other conditions you wish to place on this donation (after discussing with staff)

.....  
.....  
.....  
.....

**5. Please list and describe the material providing information about previous ownership/s:**

.....  
.....  
.....  
.....  
.....

**6. Collection Name** (to be acknowledged when content is published, exhibited or used for research)

.....

Details of the creator/others for acknowledgement purposes:

.....

**7. Unwanted material**

If some materials within this donation are not considered suitable for retention by Library & Archives NT, you authorise the materials to be:

Returned to you

Disposed of at the discretion of Library & Archives NT

**8. Declaration**

*Signed, sealed and delivered by the donor as a Deed in the presence of the witness name below.*

I am the owner / have authority over the material described above and agree to donate the material to Library & Archives NT. I understand that the material will be made available to members of the public, and may be reproduced and used according to the conditions listed above.

Signature: ..... Date: .....

Name: .....

**Witness**

Signature: ..... Date: .....

Name: .....

Address: .....

Phone: .....Email: .....

**Acceptance on behalf of Library & Archives NT**

Signature: ..... Date: .....

Name: .....

Position: .....