

RMIT Design Archives Donation Guidelines

Do you have material that you are interested in donating to the RMIT Design Archives?

Thank you for your interest in donating cultural material to the RMIT Design Archives. We collect material in line with our Collection Guidelines, and all acquisitions are individually assessed to ensure that they meet our collecting criteria, including ensuring that we have the necessary resources to properly care for and store each item. As a result, it may not always be possible for us to accept donations into the collection. In the event that we cannot accommodate your gift, we may be able to provide advice regarding alternative recipients for you to approach.

The first step in the process for donating material to the RMIT Design Archives is to complete our Offer of Donation Form. This form lists the key basic information required for a donation to be considered for acquisition. The more information you can provide in this form, the easier it is for us to properly consider your offer.

It is also essential that you provide full contact details in your Offer of Donation Form, as these are the details that we will use to communicate with you regarding the progress of your donation offer. All personal information is handled in accordance with RMIT's [privacy statement](#).

All offers of donation are assessed by the RMIT Cultural Collections Acquisitions Committee based on the following criteria:

- Relevance to our Collection Guidelines, including significance of the material and alignment with key collecting areas and themes
- Current holdings of similar material within the Collection
- Physical condition of the material
- Potential for research and display of the material
- Copyright status and any privacy considerations that may limit the ability of the Design Archives to provide open access to the material, including through our online catalogue
- Resources and costs associated with ongoing museum standard storage and care of the material

Owing to the generosity of our donors, the RMIT Design Archives receives many offers of donation to the Collection every year. Each offer takes time to process and must be presented to the Acquisitions Committee for assessment, which can take an average of three months from receipt of your completed Offer of Donation Form. Once you have submitted your Offer of Donation Form, our Collections Team will contact you to confirm receipt, request any further supporting documentation and provide contact details for the officer handling your donation offer. They will provide status updates as the process progresses so please contact them directly with any questions.

Things to consider before offering a donation:

- Remember to discuss your decision with relatives or other persons whose wishes may also need to be considered, including considering any sensitivities or privacy concerns that may be raised by our responsibility to provide open access.
- Please do not send or drop off any original material to the RMIT Design Archives unless it has been specifically requested. We cannot take responsibility for unsolicited material that is sent to us.
- Any costs associated with transportation of material accepted into the Collection are at the expense of the donor and cannot be reimbursed by the RMIT Design Archives.
- We are primarily a research collection and cannot guarantee the display of any donated material, but donors and their families can make a booking to view material by contacting us at rmitdesignarchives@rmit.edu.au.
- The final step of a donation is the signing of a Deed of Gift, which formally transfers ownership of the material from the donor to the RMIT Design Archives. This is a legal document and once completed, no material can be returned to the donor.

RMIT Design Archives Offer of Donation Form

Your Details				
Name:				
Address:				
Phone:				
Email:				
Your Offer of Donation (Please provide as much detail as possible)				
Description – Please describe the material you wish to offer as fully as possible, including any subject areas and time periods covered				
Quantity of material (if you have an itemised list, please see p3)				
Background information – Please provide details of the person, family or organisation that created or kept the material, as well as any other history or context relevant to the material				
Do you own Intellectual Property rights for the material?	<input type="checkbox"/> Yes If yes, do you intend to:	<input type="checkbox"/> Assign all Intellectual Property rights for the material over to RMIT with the physical donation <input type="checkbox"/> Grant RMIT an Intellectual Property licence for use of the material		
	<input type="checkbox"/> No If no, are you able to provide contact information for the Intellectual Property rights owner?	Name		
		Phone / email		
		Postal address		

<p>How did the material come into your possession?</p>	
<p>Location of the material – Where is the material currently stored?</p>	
<p>Condition of material – Please do your best to describe the current condition of the material, noting any obvious damage of important details eg fragile, structurally sound, dust, mould, water damage</p>	
<p>Any additional information or questions</p>	
<p>Are you offering the material for donation under the Australian Government’s Cultural Gifts Program?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have you attached your supporting documentation? This includes documents demonstrating provenance and ownership, previous exhibition or conservation documentation, or any other documentation associated with the material offered for donation.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have you attached photographs? Please attach any images of the material, including a ruler or similar for scale where possible. If there are inscriptions or other labels or diagnostic features, please include images of these as well.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

List of Material

If you are able, please itemise the material that comprises your offer of donation below

Item	Type (eg. painting, book, document)	Title or description	Dimensions (H x W x D cm)	Condition	Other notes
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Please email your completed form and photographs of your material to:
rmitdesignarchives@rmit.edu.au