



If you need help lodging your form, contact us		Office use only		
Email	localhistory@northernbeaches.nsw.gov.au		Form ID	3017
Phone	9942 2449		TRIM Ref	
Local History Branches	Dee Why 725 Pittwater Road, Dee Why, NSW 2099	Manly 1 Market Place Manly, NSW 2095	Last Updated	24 November 2017
	Mona Vale 1 Park Street Mona Vale, NSW 2103		Business Unit	Library Services
			Application No.	
			Receipt No.	

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council Library staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact the Library on 9942 2449 to access or correct your personal information

Part 1: Contact Details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
First Name			
Last Name			
Company Name <i>(attach business card if relevant)</i>			
Address			
Post Code			
Phone		Alternate	
Mobile		Fax	
Email			

Part 2: Description of Donation

I/we give permission for Northern Beaches Council Libraries to include the following items in the Local Studies Collection:	
Item Description (including Suburb, Location, People etc).	
Item Description	

Part 2: Description of Donation Continued

Number of Objects Donated	
Date Range of Objects	
Donor's Relationship to Material	
Background Information	

Part 3: Agreement

Being the sole owner of the objects donated to the Local History Unit of the Northern Beaches Council Library, I/we agree to the following:	
I am/we are, the sole owner/s of the items described above and that I/we have the full right and authority to donate those items to the library.	
The Library may exhibit any of the objects.	
The Library may add images of the objects to online websites, databases and social media.	
Donated material that falls outside the Library's priority collecting areas, is duplicate to the collection, is in poor condition or is otherwise not required for the collection, may be discarded or passed on to another library without further notification to me or my representatives.	

Part 4: Signatures

Special Conditions (Please specify)			
Signature of Donor		Date	

Office Use Only - Local History Staff						
Staff Name			Staff Signature			
Accession Number			Image Number(s)			
Please tick the object location	Manly		Dee Why		Mona Vale	