



DONATION FORM (External)

Thank you for expression of interest in donating to the USQ Historical Archives.

Before USQ can accept your donation:

- USQ needs to consider and evaluate it (in accordance with USQ's policies and procedures for donations to the USQ Historical Archives); and
- USQ needs you to confirm that you are entitled to donate the item(s) proposed, and can transfer to USQ all ownership rights (including intellectual property rights) in the item(s) to USQ.

Please complete and email this form to CorporateRecords@usq.edu.au so that USQ can consider your generous proposal.

Donor details			
Name:			
Address:			
Telephone:	Home:	Work:	Mobile:
Email:			
Donation details			
Description of item(s) (Include name of the person/organisation that created or kept the material):			
Background information (e.g. who used it, for what reason, where, etc.):			
Date range of material:			

Quantity and Size (Indicate the extent of the material including quantity and dimensions.):

Condition of material (the general condition of the material, e.g. fair, some dust, water damaged, some evidence of mould, etc):

Additional information (Provide any other details that may be relevant, or let us know if you have any questions):

I declare that:

- I am the owner of the items described above (and the owner of any intellectual property rights in those items);
- By signing this form, I am making an irrevocable offer to make a gift of those items, and assign all of my right, title and interest in and to them (including any rights subsisting in them), to USQ; and
- (if applicable) I have attached to this form each document in my possession that shows my ownership of the items.

I acknowledge and agree that:

- If USQ accepts my donation, the assignment described above will take effect immediately at the time USQ notifies in writing that it has accepted my donation; and
- USQ may decline to accept my donation/s, and return them to me at the address I have given above. Alternatively, if I request, dispose of those items in accordance with USQ's Historical Archives Collection Procedure.

Signature: _____ Date: _____

USQ Historical Archives use only

Receiving officer: _____ Date: _____

USQ will only use the personal information you submit on this form to administer your donation to the Historical Archives. Use will be in accordance with [USQ Privacy Statement](#).