



THE UNIVERSITY OF
MELBOURNE

CERTIFICATE OF TRANSFER TO THE UNIVERSITY OF MELBOURNE (THE UNIVERSITY)

Name and Address of Donor(s) (hereafter referred to as the Donor)	Name and Address of Donor's executor or next of kin	
Item(s) being donated (If insufficient space, please attach a separate page)	Date acquired by Donor 	How acquired by Donor (eg purchased, created inherited etc) if purchased, specify price.

The donation is made on the terms and conditions set out below.

2. Mode of Transfer Please set out the nature of the donation

Outright gift

 Loan for months/years or until/...../.....
 Indefinite loan

Items donated as an indefinite loan may be reclaimed by the donor on reasonable notice to the University. If notice is not given within twenty years of the date of the donation, the donation converts to an outright gift.

3. Access by Donor Please set out whether or not the Donor will have access to the donation after it is given to the University and if so for what purpose and on what conditions.

If the Donor wishes to reserve certain rights to reproduce, publish or otherwise use the donation, please set this out here.

.....

4. Use by the University Is the donation able to be used by the University completely at the University's discretion for whatever purpose it sees fit, including but not limited to copyright for teaching, research and publication, or are there conditions to be imposed on the use the University makes of the donation?

No conditions

 The following conditions apply:

.....

5. De-accession materials If the University decides in its absolute discretion that it no longer requires any of the items donated, is the University able to deal with the de-accession materials in any way it sees fit, or are there conditions imposed on the way the University deals with the de-accession materials?

No conditions

The following conditions apply:

.....
.....

6. Financial contribution Please indicate below any fee for service to be contributed by the Donor to the University towards the maintenance and storage of this collection.

I enclose a donation of \$..... towards the work of University of Melbourne Archives

I enclose a fee-for-service payment of \$.....(inc GST)

I pledge to make an annual fee-for-service payment of \$..... (inc GST)

7. Ownership

The Donor declares that:

- the Donor currently has full ownership, custody and control of the donation and that nobody else claims any interest in the donation;
- the Donor is entitled to donate the donation to the University;
- the donation and all copyright in the donation is hereby transferred to the University completely (or if the donation is being loaned to the University, for the period of the loan, and if the donation is subject to any conditions, then ownership is transferred on the conditions set out in this certificate); and
- to the best of the Donor's belief, the donation has not been imported or exported into or from any country contrary to its laws.

8. Date Of Donation

The Donor declares that all the information in this certificate is true

Signed by the Donor*: Date / /

in the presence of:

Name of witness

Signature of witness

*Note: if the Donor is a company, someone authorised to sign on behalf of the Donor must sign this certificate

This donation is accepted on behalf of the University by

Name Date / /

& Title

This information is required for collection administration purposes and as such all fields are compulsory. Supplied information will be held secure and will not be disclosed for any other purpose than the above stated. Individuals have the right to gain access to their personal information held by the University. Information on the University's Privacy Policy is accessible via the University website. Privacy enquiries may be emailed to privacy-officer@unimelb.edu.au