

H120 HISTORICAL MATTERS - Collection of

The Les Hill Historical Centre houses a collection of local history materials relevant to Mount Gambier.

The Les Hill Historical Centre resources are available for use by the general public, but no items of the collection may be borrowed from the Public Library.

The collection will consist of:

1. Published monographs relating to Mount Gambier and the South East;
2. Unpublished monographs relating to Mount Gambier and the South East;
3. Newspapers relevant to Mount Gambier and the South East;
4. Archival material relating to Mount Gambier organisations and businesses;
5. Personal documents and records of Mount Gambier and district residents;
6. Bequests accepted by the City of Mount Gambier.

The collection policy specifically excludes:

1. Photographs (excluding photographs which may be part of any of the above items);
2. Artefacts;
3. Material not relevant to Mount Gambier i.e. old and rare books outside the scope of the collection.

NOTE: Council may retain any photographs and these photographs will be indexed and archived in the Council's existing photographic register held within the administration section of Council.

Any donations not specifically relevant to Mount Gambier, but relevant to other library collections in the South East should be directed to those libraries.

Any donations to the Les Hill Historical Centre, are only accepted under the terms of the Conditions of Donation form.

The Public Library will not accept loans of material.

All donations will be considered as outright gifts and will be formally acknowledged by letter. Donors will be required to sign a legal agreement which addresses the issues of copyright access and reproduction of the material (refer to the Conditions of Donation form).

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| Adopted by Council: 18th February, 1999 | Reviewed: 15 th April 2003 | Reviewed: 19 th September 2006 |
| Reviewed: 17 th February 2009 | Amended: | Amended: |
| Amended: | Amended: | Amended: |
| Amended: | Amended: | Amended: |

CITY OF MOUNT GAMBIER

MOUNT GAMBIER PUBLIC LIBRARY

CONDITIONS OF DONATIONS

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| DESCRIPTION OF DONATION: |
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The item(s) described above are donated to the Mount Gambier Public Library and are to be considered for inclusion in the Library Collection.

I/We understand and accept that the item(s) described above may not be accepted for inclusion in the Library Collection.

I/We understand that should the item(s) not be accepted for inclusion in the Library Collection the Public Library is free to dispose of the item(s) by sale or otherwise.

I/We understand that should the item(s) be accepted for inclusion in the Library Collection, the Public Library may withdraw the item(s) from the Library Collection at any time and dispose of the item(s) by sale or otherwise.

These conditions do not apply to items donated specifically to the Les Hill Historical Centre.

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| SIGNATURE OF DONOR: |
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| NAME OF DONOR IN FULL: |
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| ADDRESS OF DONOR: |
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DATE: _____

CITY OF MOUNT GAMBIER
LES HILL HISTORICAL CENTRE
DONATION/CONSENT

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| DESCRIPTION OF DONATION: |
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The item(s) described above are donated to the City of Mount Gambier to be managed as part of the Les Hill Historical Centre at the Mount Gambier Public Library.

The item(s) as described above shall not be borrowed/removed from the Library premises by Library patrons and the items as described above may only be used as follows:

- ☐ 1. Unrestricted use and copying, under the terms of the Copyright Act,
or
- ☐ 2. Unrestricted use but not to be copied, or
- ☐ 3. For use only with the consent of the Public Library.

I/We understand and accept that the item(s) described above may be liable to be damaged or lost. Should this occur I/We will not hold the City of Mount Gambier responsible.

(Signature of Donor)

(Name of Donor in full)

(Address of Donor in full)

(Date)

(Signature of Witness)

(Name of Witness in full)

(Address of Witness in full)

(Date)