



If you need help lodging your form, contact us	
<b>Email</b>	localhistory@northernbeaches.nsw.gov.au
<b>Phone</b>	<b>Manly</b> - 9976 1741, <b>Dee Why</b> - 9942 2610 OR <b>Mona Vale</b> - 9970 1600
<b>Local History Units</b>	<b>Manly</b> 1 Market Place Manly, NSW 2095
	<b>Dee Why</b> 725 Pittwater Road, Dee Why, NSW 2099
	<b>Mona Vale</b> 1 Park Street Mona Vale, NSW 2103

Office use only	
<b>Form ID</b>	3016
<b>TRIM Ref</b>	
<b>Last Updated</b>	24 November 2017
<b>Business Unit</b>	Library Services
<b>Application No.</b>	
<b>Receipt No.</b>	

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

## Part 1: Contact Details

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

## Part 2: Description of Donation

I/we give permission for Northern Beaches Council Libraries to copy the following for inclusion in the Local Studies Collection:	
<b>Item Description (including Suburb, Location, Address, People etc)</b>	
<b>Date Range of Photographs</b>	

## Part 2: Description of Donation Continued

Format of Donated Items (eg. photograph, slide, scan of original or digital copy)	
Number of Photographs Donated	
Location	
Photographer	
Donor's Relationship to Material	

## Part 3: Agreement

Being the sole owner of the photographs copied by /donated to the Local History Unit of the Northern Beaches Council Library, I agree: (Please tick appropriate boxes.)	
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 supply copies for research and/or private study of any of the photographs listed of which I/we own the copyright (only applies if donor owns the copyright).	
The Library may permit publication in such manner and form as it may decide, of any of the photographs listed below of which I/we own the copyright (only applies if donor owns copyright).	
The library may exhibit any of the photographs listed below.	
The library may make multiple copies of the photographs listed (only applies if donor owns copyright) using digital technology.	
The Library may add images 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	Date
Accession Number		Image Number(s)	
Please tick the item location:	Manly	Dee Why	Mona Vale