



## ***How to Contribute***

If you or your organisation has material which you think is significant to Western Australia's history and which you would like to donate to the Battye Library, we inform you that the process of donating your material to the archive involves a number of steps.

**Step 1:** Contact Susanna Iuliano from the '*Vite Italiane*' project team on 6488 4698. Susanna will record the details of any materials you would like to include in the archive and discuss your offer with relevant staff from the Battye Library.

**Step 2:** If the material is of interest to Battye staff, the Library will invite you to bring your materials into the library for professional appraisal. You will receive a receipt and an acknowledgement of your deposit. In all cases, original materials are preferred over copies, however a quality copy of an original can be accepted in some circumstances. Any material not considered suitable for inclusion in the archive according to the Battye Library's Collection Development Policy will be returned to the donor, unless the donor specifies otherwise.

**Step 3:** If the material is appraised as relevant and suitable for inclusion in the Battye Library, the Library will draw up a 'deed of gift' with the donor. The 'deed of gift' is an official donation form signed by the donor and the Library Board of WA. The deed covers the item or items being donated and lists any conditions attached to their use. For example, the Battye Library may agree to impose restrictions on specific materials in accordance with the donor's wishes. Once the material has been gifted and formally accepted into the collection, it becomes the property and responsibility of the Battye Library and cannot be returned to the donor.

**Step 4:** Your materials will be catalogued and stored in the Battye Library where they will be professionally cared for and preserved for the future. The materials will be made accessible to the public either in the Alexander Library Building in the 'Researchers' Room', as interlibrary loans for some published or copied materials, or as digitised images on the State Library's website. Where unique or rare materials are too fragile for general handling, the Battye Library may restrict public access. The Battye Library aims to have all materials catalogued and indexed at the appropriate collection, work or item level. These records will be available primarily on the Library's online catalogue: [www.liswa.wa.gov.au](http://www.liswa.wa.gov.au)