

# Donor Agreement for the Transfer of items to the NZ Baptist Archive

Cut and paste relevant information, then save and print.

Name of Donor .....

Phone:..... Email: .....

Address: .....

A list of items being transferred attached

## Who is the owner of the items being donated?

Name/Organisation: .....

Contact: .....

I agree to the terms of donation *as per the NZ Baptist Archives Collection & Access Policy*.

Name..... Signature:..... Date: .....

## Complete - if Church/Association Records are being transferred

Copy of meeting resolution /or letter authorising transfer attached

- Are any records restricted by the Privacy Act? YES/NO
- If yes, have these been clearly listed? YES/NO
- Have any individuals covered by the Privacy Act authorised access? YES/NO If yes, list.

## Complete - for items covered by Copyright, e.g. *photographs, audio/visual, publications, etc*

In order for items to be fully accessible and usable the NZ Baptist Archive recommends copyright owners provide creative commons copyright. *Refer to our Copyright Summary document.*

- Is the name & contact details of copyright owners included with the list? YES/NO
- Does the copyright owner(s) wish to assign creative commons copyright? YES/NO
- If yes, complete the following:

## Items Covered:

I assert that I am the copyright owner/authorised agent and I wish to licence the items listed with the following NZ Creative Commons licence (*Strike out what does not apply; click the hyperlink for terms*):

- 1) ATTRIBUTION-SHAREALIKE [creativecommons.org/licenses/by-sa/3.0/nz](https://creativecommons.org/licenses/by-sa/3.0/nz)
- 2) ATTRIBUTION-NONCOMERICAL-SHAREALIKE [creativecommons.org/licenses/by-nc-sa/3.0/nz](https://creativecommons.org/licenses/by-nc-sa/3.0/nz)
- 3) ATTRIBUTION-NONCOMERICAL-NO DERIVATIVES [creativecommons.org/licenses/by-nc-nd/3.0/nz/](https://creativecommons.org/licenses/by-nc-nd/3.0/nz/)
- 4) Add another creative commons licence or element see <https://creativecommons.org>

Name..... Signature: .....

Date: .....

## Office Use:

Date collection received:

Received by:

Accession No:

Accessioned Date: