

# RCH Archives

## Collection Offer Form



Thank you for your interest in making a collection offer to The Royal Children's Hospital. Please ensure you complete all mandatory fields marked with an asterisk\*.

We are collecting this information to contact you about your offer. Please read the RCH privacy policy for further information as to how your information is managed: <https://www.rch.org.au/health-information-services/Privacy/>

Please email the completed form to [archives@rch.org.au](mailto:archives@rch.org.au) or mail it to RCH Archivist, The Royal Children's Hospital Melbourne, 50 Flemington Road Parkville Victoria 3052.

<b>Contact details:</b>
*Applicant name:
*Address:
*Email address:
*Telephone number:
Organisation (If applicable):

### \*Ownership:

I own the material

I am acting on behalf of the owner

**\*Is your offer a donation?**

Yes / No (please circle)

**\*Offer Description:** Please describe the objects, papers or collection, including its main uses, significance and how and when it was acquired.

**\*Size:** Please list the dimensions of objects, and/or the number of objects in a collection.

**\*Creator details:** Please give details of the creator or manufacturer



**\*Date and place of creation:** Please provide information as to when and where the object/s were created.

**\*Current status:** Where are the objects/items/ is the collection currently?

**\*Condition:** What condition are the objects/items in? Does anything require restoration/significant repair?

**\*Photographs:** Please attach images of the objects/items/collection with this form. Images should clearly depict the item/s on offer and be less than 3MB in size.

GIF/JPEG/JPG file types preferred.

**RCH Archives** *(for office use only)*

Appraisal completed and entered into accession register: Y / N

Decision: Accept / Decline

If accepted:

Accession number/s assigned:

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Material survey completed: Y / N

Entered into Vernon: Y / N