



PRESBYTERIAN CHURCH OF AOTEAROA NEW ZEALAND
Archives Research Centre
Knox College, Arden Street, Dunedin, New Zealand

ARG/003

Agreement for: *Donation or Long Term Loan of Personal Papers*

Please complete this form and return to the Director of Archives, PCANZ Archives, 1 Arden Street, Dunedin. A copy will be returned on receipt of the material arriving at the Archives.

Name of Material: _____	Accession No. _____	
Donor/Depositor Name: _____		
Donor/Depositor Address: _____		
Telephone: _____	Email: _____	Date: _____

A: *Schedule of Material Donated/deposited:* (please circle)

Books, minutes, correspondence, registers, diaries, clippings, scrapbooks, pamphlets, maps, plans, drawings, photographs, photo albums, slides, films, computer records, sound/video, music. Other _____

B: *Restricted Access Required:* **Yes/No** **Term:** Years: 5, 10, Other
List Materials: _____

Reasons for Restricted Access: _____

C: *Complete for Material being donated:*

Directions for disposal: In the event of the material or part thereof not falling within the PCANZ Archives Collection Policy it shall be disposed of as follows: (please circle)

Return to Donor: Destroy by Archivist:

D: *Complete for Material on Long Term Loan*

(Please note: For any material to be uplifted the Archivist requires 3 months notice in writing.)

List names and addresses of those entitled to uplift material on loan: _____

Other instructions: _____

E: *Declaration:*

I/We hereby declare that I/We am/are entitled to transfer the above listed materials to the **Presbyterian Church of Aotearoa New Zealand Archives**.

Notwithstanding any of the above restrictions the material I/we have donated/loaned with/to the **Presbyterian Church of Aotearoa New Zealand Archives** is to be preserved and made available for research purposes within the guidelines of the Archives Access Policy, as part of the documentary heritage of the Presbyterian Church of Aotearoa New Zealand.

Signature of Donor/Depositor: _____ Date: _____

Received on behalf of the **Presbyterian Church of Aotearoa New Zealand Archives**

Signature: _____ Date: _____

Director of Archives: Yvonne Wilkie

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e-mail: pcanzarchives@knoxcollege.ac.nz

visit our web page: <http://www.archives.presbyterian.org.nz/>