



Presbyterian Ladies' College
MELBOURNE

Archives Donation Form

Thank you for contributing to the PLC Archives. We are grateful for your help recording our school's history.

To complete your gift, please complete the following form.

Your name

**Original owner of the object
(if different) and your
relationship to them**

**Years the original owner
was at PLC**

Your address

Your email address

Your phone number

Please list the items you wish to donate, and tell us their story:

Declaration

I _____ (your name)

- I guarantee that I am the sole owner of the goods described in this document;
- I wish to donate the items listed in this document to Presbyterian Ladies College in perpetuity. I agree and declare on the date specified in this document that this donation will be absolute.
- I do not attach any terms or conditions to this donation, regarding preservation, display or access.
- I understand that this material may be used or reproduced, in both physical and electronic format, for research, promotions and exhibitions within Presbyterian Ladies College; it may also appear on our website or reproduced on posters for events or in other documents.

Surplus items

Sometimes items donated are surplus to requirements, for example duplicate copies of publications; or they are beyond the scope of our collection, or are not suitable for the PLC Archives for other reasons.

- I understand that some donated items may not be retained by Presbyterian College

If Presbyterian Ladies' College does not retain some items listed in this donation, I request and authorise these items be (*please tick one*)

- Returned to me
- Disposed of at the discretion of the College

Signed

Please print name

Date
