

Collection Offer Instructions

Thanks for your interest in donating material to the Australian Jazz Museum. Due to space limitations and the extensive collection already acquired, AJM is unable to accept all new donations offered to it.

Please consult AJM's Collection Policy below to check if your proposed offer is consistent with our objectives.

- Relevance:** Items must be relevant to the Museum's objectives.
- Significance:** Priority will be given to unique Australian jazz items not held by any other museum, archive or library (for example rare audio recordings, musician's personal papers, scrapbooks and instruments).
- Documentation:** Priority will be given to items with associated documentation and support material.

Note: Due to space limitations AJM is unable to accept:

- non-jazz items (eg. brass band, classical or pop music),
- international (non-Australian) jazz recordings,
- material not from a primary source (eg. non-commercial cassette tapes or CD's burnt off LP's),
- recordings of radio jazz programs.

To assist AJM staff assess the Relevance and Significance of your offer please return the Collection Offer Form with as much information as possible:

Scan and email completed form to info@ajm.org.au or

Print and mail to: Acquisitions, Australian Jazz Museum, PO Box 6007, Wantirna VIC 3152.

You will then be contacted by the AJM to arrange an appointment to bring the material to the museum for consideration. In certain circumstances a museum representative can come to you.

**PLEASE DO NOT BRING OR DEPOSIT MATERIAL AT THE MUSEUM
WITHOUT AN APPOINTMENT**

Collection Offer Form

The Australian Jazz Museum will not accept any items that do not have a proven connection with the genre or history of Australian Jazz.

Contact Details			
Name			
Email			
Phone No.			
Address			
City			
State		Postcode	
Ownership of the material you are offering?	<input type="checkbox"/> Owner <input type="checkbox"/> Acting on behalf of owner		
Are you a previous donor to The Australian Jazz Museum?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Description of Material
<p>Please provide as much information as possible about the material you wish to donate, such as:</p> <ul style="list-style-type: none"> - Title of records/CD's, - Is the material associated with an important event or figure in Australian Jazz? - Provenance of instruments, personal papers, scrapbooks, photographs, printed material and other memorabilia. Do you have supporting documentation? Do you have any stories associated with the material?