



Offer of Documents – Questionnaire

Use this form to tell us about your offer

1. Contact Information

Name: _____

Organization: _____

Telephone number: _____

Email: _____

Address: _____

Check here if the material is at the location above

Address of material if different from above:

2. Ownership and Creation

Who owns the material?

Who created the material? Provide the name of the person/family or organization (e.g., business) that created the records.

3. What is being offered?

Describe the material being offered and its context. For example, provide some background information about the creator of the material and about the kind of information included in the offer.

4. Date Range of the Material

Provide the outer dates or approximate dates of creation

(e.g., 1900-1950, 1920s, circa/about 1850):

5. Physical Nature and Extent

Describe the type(s) of material being offered. Please check all that apply.

- Textual records (e.g., correspondence, diaries, minutes, reports)
- Photographs
- Maps and plans (including architectural drawings)
- Artworks (e.g., oil paintings, watercolours)
- Sound and audiovisual recordings (e.g., film, videocassettes)
- Digital material (e.g., emails, images, documents, web sites)
- Other – please describe:

Provide the material's extent (e.g., number of boxes, linear metres, volume in megabytes or gigabytes in hard drives or on memory devices). Please also comment on the physical condition of the material (e.g., good, fragile, some damage).

6. Other Heritage Institutions

Have you offered *this material* elsewhere? If yes, to which institution, and what was their response?

Have you ever donated *other similar or related material* to another heritage institution? If yes, to which?

7. Risks and Constraints

Is there a time constraint associated with the offer? For example, the contact/creator is moving or leaving office, the organization/business is closing, the material is part of an estate settlement, the material is at risk.

8. Other Information

Is there documentation about the material which can be provided or consulted? (e.g., an inventory, a list, images)

Are there any other observations or comments?

Thank you for offering your material to Library and Archives Canada.