

Making a Donation – FAQs

WHY DOES THE LIBRARY COLLECT HISTORIC MATERIAL?

The library's Heritage and Research Team work hard to preserve and share the diverse stories of Tauranga Moana for the benefit of the whole community – now and in the future.

Our archives enable researchers to learn more about the unique history of Tauranga. Some of the material preserved by Tauranga City Libraries includes:

- Manuscripts and archives: personal papers, research papers and business papers, created by or pertaining to local individuals and organisations
- Photographic material: negatives, positives, prints and digital images
- Maps
- Oral histories
- Paper-based artworks

We are always keen to receive material that would complement our existing collections.

WHAT TYPE OF MATERIAL WILL THE LIBRARY TAKE IN?

We can receive donations in analogue and digital-media format. For example, you may decide to give us a handwritten document and a series of digital photographs you have saved as TIFFs.

If you have specific questions about the format of the items you would like to donate, especially digital material, don't hesitate to get in touch. The Heritage and Research Team are happy to answer questions and offer advice:

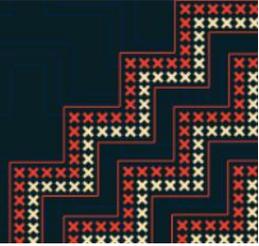
research@tauranga.govt.nz

HOW DO I DONATE MY MATERIAL TO THE LIBRARY?

If you have something you would like to donate just email research@tauranga.govt.nz. In our reply, we will ask you to provide specific information about your item(s). This will enable us to check whether your material meets our collecting guidelines. If it does, we will get back in touch to organise the next steps: signing the relevant paperwork and transferring the material to the library.

WILL THERE BE ANYTHING TO SIGN?

Yes, there will be some "legal stuff"! The document you'll need to sign depends on how you choose to give us your material:



DONATIONS: When items are donated to us, legal title is transferred to Tauranga City Libraries and the items added to our archive. This means Tauranga City Libraries become the owners of the items. Donors formalise this transfer of ownership by signing a **deed of gift**.

DEPOSITS: When items are deposited with us, the items are added to our archive but the legal title is retained by the depositor. This means Tauranga City Libraries become the guardians of the items. Depositors formalise this arrangement by signing a **memorandum of understanding**. It is important to note that this arrangement is rare and only considered if making a donation is not appropriate.

WHAT WILL THE LIBRARY DO WITH THE THINGS I DONATE?

Physical items will be re-housed in archive-standard containers and then stored in our temperature and humidity-controlled store. Digital items will be transferred to secure storage and backed-up.

The Heritage and Research Team will then catalogue your donation. This means creating descriptions of your items, which will be added to our online platform for archive collections, Pae Korokī. Making these descriptions available to the public will help them to discover what is in the archive.

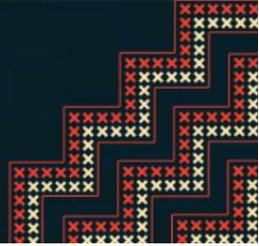
Once the cataloguing is complete, we will make the items available to researchers in Ngā Wāhi Rangahau, at Tauranga City Library.

As you might expect, this process takes a little time. Rest assured, we will make your donation available to the public as soon as we can.

WHAT IF MY DONATION CONTAINS INFORMATION I DO NOT WANT OTHERS TO SEE?

Recording information openly is key to creating an account of an event or experience, and this often means recording private and personal information. For this reason, if you decide to donate something like a diary or a document containing details about living people, we will discuss the content at the point of donation. This will enable us to consider whether a closure period is required and, if so, how long it would be appropriate to close your document for. A closure period means that no-one (aside from library staff) will be able to see the document for a set amount of time.

Given the nature of these types of records, there is also a chance they may contain information that would cause damage or distress to the people mentioned in it. If this is the case, then under [The Privacy Act 1993](#), Tauranga City Libraries will need to close these documents to protect those individuals. We will ask you whether there is the possibility that your donation contains sensitive information about other people and will also check ourselves. If your material does need to be closed, we will contact you to let you know.



FURTHER ASSISTANCE

If you require assistance, please check the other online guides on Pae Korokī or contact Te Ao Mārama ki Te Papa Tauranga City Library:

Email: Research@tauranga.govt.nz

Phone: 07 577 7177