 **Donation Item Listing**

Name of Donor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Physical identifier | Object type | File name (if digital) | Title/description (include location and date) | Creator, if known | Notes |
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Item listing (completed example)

Name of Donor: George Generous

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| Physical identifier | Object type | File name (if digital) | Title/description | Creator | Notes |
| If needed. Number/name of CD, external hard drive, etc | Photograph, letter, minute book, etc. | File name as it appears on the digital object, to allow us to identify it | Include location, date, people, events, etc | Name of the photographer, author, artist, blogger, etc. | Any other info that might be important. |
| CD 1 | Digital Photograph - jpeg | IMG\_0913.jpg | Turning on the Christmas tree lights in Brisbane’s King George Square, 30 November 2012. Present in photo: Lord Mayor Graham Quirk. | John Douglas | Taken on an iphone. |
| CD 1 | Newsletter – PDF document | Cat\_society\_newslet  ter\_may2011.pdf | Cat Lovers United. Newsletter of the Cat Appreciation Society of Cairns. May 2011. Issue 82. | Cat Appreciation Society of Cairns |  |
| External hard-drive (to be returned please) | Oral history recording – WAV file | OH52\_2012.wav | Interview with members of the CWA Rockhampton, recollecting their cooking memories since WWII. 3 interviews: Beryl Cooke; Mavis Bakewell; Pearl Frye. Interviewed by David Burn. 162 minutes. | David Burn | Please return my external hard-drive. |
| - | Handwritten diary | - | Diary written by American serviceman John Hancock during WWII, while stationed in Townsville. | John Hancock | Very fragile. |