# Enquiry form for offering items to Tower Hamlets Local History Library and Archives

This form is designed to help you provide details of your enquiry. For further information and advice complete and return to us at [localhistory@towerhamlets.gov.uk](mailto:localhistory@towerhamlets.gov.uk).

## Data protection

We process your personal data securely in line with current Data Protection legislation including the Data Protection Act (2018) and the General Data Protection Regulation (GDPR). For further information about how and why we process the personal data you provide on this deposit enquiry form please ask staff for a copy of our Collections Management and Acquisitions Data Privacy Notice.

## Details about you

|  |  |
| --- | --- |
| **Information required** | **Your information** |
| Your forename and surname |  |
| Your position (if contacting on behalf of an organisation) |  |
| Address |  |
| Email |  |
| Telephone |  |
| Date (dd/mm/yyyy) |  |

## Information about the material you hold

|  |  |
| --- | --- |
| **Details required** | **Your details** |
| **Name**  Give name(s) of the organisation, family, or person who created the record(s) or collection, e.g.:   * *Bratt’s Brewery* * *Chowdhury Family* * *Sharon Smith* |  |
| **Background**  Please mention:   * any timescales you have * reasons for wishing to deposit * previous contact with us or other repositories * any material which has already been deposited elsewhere |  |
| **History**   * Brief details on your individual, family or organisational history * For organisations, include any key organisational name changes, head office address(es) and remit, particularly geographical/ subject coverage |  |
| **Description**  Brief summary only, e.g.:   * *Minutes and financial records* * *Photograph albums, diaries and poster collection* |  |
| **General covering dates**  Rough dates for when the records were created, e.g.:   * *c.1850-1950* * *1970s* * *February 2020* |  |
| **Existing lists to the items**  Outline and/or attach any lists/ catalogues of the material, or photographs of the storage area or items |  |
| **Size**  Please indicate size, as far as you can, in the most appropriate format for your collection. For example:   * number of items (for a small collection only) * number of boxes * linear shelf metres (for larger collections) * size in MB/GB (for digital items) |  |
| **Digital or audio-visual content**  Let us know if your collection includes anything that isn’t paper format, e.g.   * *DVD Film* * *Digital photographs* * *Emails* |  |
| **Access**   * Highlight any likely restrictions required due to personal information * If there are no access issues to your knowledge, you can leave this blank. |  |
| **How often is the archive currently used and for what purposes?**   * This helps us understand level of likely research demand. * If you’re a private individual whose collection is only used by yourself / immediate family, you can leave this blank. |  |
| **Key issues concerning physical condition**  Please highlight any physical issues such as damaged items or those effected by water damage, damp, or insect activity |  |

Thank you for seeking advice and helping us develop our collections.