



澳門特別行政區政府
Governo da Região Administrativa Especial de Macau

文化局
Instituto Cultural

Rules of Donation of the House of Macao Literature

1. The Collection of the House of Macao Literature is composed of pieces relating to Macao literature and/or of the interest to the House (hereafter denominated as **PIECES**) which include but not limited to:
 - 1.1 Pre-published works, namely manuscripts (original or reproduction), printouts (unpublished), proofread drafts and electronic drafts;
 - 1.2 Published works, namely individually authored works, jointly authored works, articles in journals, periodical publications and monographs, thesis, reports, translations and electronic works;
 - 1.3 Audio-Visual materials, namely photographs, negatives, slides, audio and videocassettes, microfilms, CDs, CD-Roms, DVDs and films;
 - 1.4 Activity-related materials, namely media coverage on literature publications, journals and periodicals, brochures, pamphlets and posters;
 - 1.5 Other related materials, namely:
 - 1.5.1 information relating to the author's work: citations, records, historical materials and research materials;
 - 1.5.2 information relating to the author's literary life: diaries, correspondences, social activities, clippings and reference materials, miscellaneous files and articles;
 - 1.5.3 objects relating to the author's life: identification documents, certificates, chronologies, prizes, art works and personal belongings;
 - 1.5.4 personal collections: limited to publications and information relating to Macao literature;
 - 1.5.5 family members' works: limited to literary works relating to Macao literature.
2. **PIECES** donated to the House of Macao Literature should be in good condition, clean and unaffected by pests or diseases, legible and be accompanied with respective descriptions and, whenever possible, proof of origin;
3. The donor must have full right and title of the **PIECES** that he (she) intends to donate. The donor should sign a document to certify the ownership;
4. The donated **PIECES** must be legal. The House of Macao Literature reserves the right to request for necessary document of proof ;
5. According to the House's collecting policy and other objective factors, the House of Macao Literature reserves the right to decide whether the donated **PIECES** are appropriate for the House's collection;
6. **PIECES** accepted by the House of Macao Literature will not be returned to the donor. The House will possess full rights over the **PIECES**, including the right of ownership and right of use for research, exhibition, education, promotion, online display and lending, etc.;
7. Donation that becomes part of the House collection will be properly preserved;
8. **PIECES** will be returned to the donor if unaccepted by the House of Macao Literature;
9. The donor agrees that the House can make the donated **PIECES** and information relating to the donor(s) and the author(s) available to the public according to Law No. 8/2005 "Law of Protection of Personal Data";
10. The House of Macao Literature reserves all the right for explanation relating to these "Rules of Donation".

For enquiries, please contact the House at telephone number 83996459/83996211, fax number 28366862 or email clm@icm.gov.mo.

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