Golden Memories Millthorpe Museum

Donor/Lender Form

Item/s Agreement and Information

DONOR/LENDER INFORMATION

Delivered By: _____ Date: _____

Donor/Lender Name: _____ Email: _____

Address: _____ Phone: _____

_____ Mobile: _____

Town: _____ Postcode: _____

ITEM/S INFORMATION

Items are to be (please tick): ☐ Donated ☐ Loaned ☐ Purchased ☐ Other _____

Family/Surname Item/s associated with: _____

Description & history of Item/s (It is important to record the history on items so they are just not an example of an object but rather an object with a richly document history or story. Especially for items with local significance; who owned them, where were they used, what purpose did they serve, how did they come to the area? Etc. If you have further information/photos on the item/s then please email or mail us.)

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CONDITIONS

Any item/s donated/loaned, as detailed above, will be accepted under the following conditions:

1. No responsibility will be accepted by the Millthorpe and District Historical Society for any deterioration or damage that may occur to item/s.
2. Item/s will be assessed by the Collections Committee and then formally accepted or declined. Item/s will be assessed against our Collections Policy.
3. The Collections Committee will give written advice of accepted or declined item/s.
4. Any declined item/s must be collected within three months. The Society reserves the right to dispose of declined item/s after four months.
5. The Society reserves the right to display or store any item/s, or for them to be used for research purposes or family history research.
6. In the case of photograph(s)/document(s) the society may charge for reproductions to cover research costs. These items may also be reproduced or altered for design purposes (i.e. displays, banner, information panel or publications)

I, the donor/lender (or persons acting on behalf), agree that I have read the above information and I accept the conditions as stated and I am over 18 years of age.

Name: _____ Member accepting item/s: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Item/s and this form are to be placed in the grey cabinet (top shelf) in the Good Templars Hall storeroom (or note other action) and a note recorded on takings sheet to notify the Committee.

COLLECTION COMMITTEE ONLY

Date item/s assessed: _____

Item	Description, location, notes	Condition	Accepted /Declined	Collection and Accession No.

Letter of thanks sent Date: _____ Comment: _____

ITEM/S FOR RETURN

Date of notification to donor/lender: _____

Signature of Donor/Lender
(or persons acting on behalf), _____

Committee Member responsible: _____

Date: _____