



Rules and Guidelines for Contributing to the Jacoba Craft Cottage

Rules

1. To contribute to the Jacoba Craft Cottage you firstly need to be a museum member.

To become a member please complete our membership form and return to the Museum during opening hours. Forms are available from the Museum Front Desk during opening hours or from our website www.millthorpemuseum.com.

2. Items for sale are to be substantially the creative work of the member entering them for sale.
3. Members are then to add a removable label to their items. Labels are to include the following;
 - Items Name,
 - Date (item entered into Craft Cottage),
 - Members code, and
 - Price

A label template is available for download from our website if you would like to use it.

Other guidelines for particular items also apply so please consult other guidelines, listed below, before leaving items for sale.

4. Items can then be left at the Craft Cottage to be put on display for sale. If you are familiar with the layout then please put your items on display or alternatively just leave at the desk with a note to ask members to please put them out for sale.
5. Items are to be removed after two years if they have not sold.

Further Guidelines and Items Specific Rules

- Items not labelled correctly, deemed inappropriate or not of the members creative work will be removed for sale.
- Commissions on items left for sale at the Craft Cottage is 20%. However if you do regular roster duty at the Museum then it is 10%.
- Cheques are available for collection from the Museum ten days after the end of the month, during opening hours. Please ensure you sign off for your cheque, in the invoice book, under the matching invoice number attached to your cheque. If you are unable to collect your cheques then please provide stamped self-addressed envelopes to the Craft Cottage.
- The Craft Cottage Committee do regular stock takes and also rearrange displays to keep things looking fresh. Items which have been on display for long periods will be removed and notified for collection.



Jams and Preserves

- All commercial labels on jars and containers are to be removed or covered.
- The law requires that item ingredients be detailed in descending order. This is to be listed, along with normal cottage labelling (as above) on the jar or container.

Handmade Garments (knitted, crocheted, sewing etc.)

- Garments should have a label attached stating type of fibre and any further care instructions.
- Garments should be displayed in clear packaging where possible.

Care & Security of Items

Whilst all care will be taken of your items, we will not be held responsible for any loss or damage to them. Please remember this is a volunteer run organisation and you are responsible for your own items.

It is advisable that you have an itemised list of the items you leave for sale. Keep this at home and keep up to date yourself.

There is an exercise book in the Craft Cottage, on the desk, which we encourage you to fill in when you **REMOVE** items from sale. This allows members to have an overview of what is being removed from the Craft Cottage outside of any sales.