

ACCESSION FORM FOR DONATIONS OF OBJECTS

Date of accession: _____ Accession Number: _____

Donor's details

Name: _____

Address: _____

Phone/Mobile Number: _____ E-mail: _____

Details of object(s)

Description: _____

Measurements: _____

Distinguishing marks: _____

Number of parts: _____

Provenance/Original source of object(s): _____

Office use only

Condition of object(s): _____

For photographs, paintings and other information the Museum wishes to reproduce, is there a copyright issue?

Yes/No

If yes, a museum copyright form needs to be completed.

The Museum will attribute moral rights in a clear and prominent way when the object is reproduced, exhibited, published and interpreted by way of electronic means, or adapted. How do you wish to be identified and acknowledged with regard to this, e.g. by family name?

Are there any special conditions under which you are donating this object/these objects to the Museum?

Yes/No

Declaration

I, _____, declare that I am the owner/authorised by the owner of the donated object(s), and that I have the authority to donate this material to the Museum.

I, the donor, have also read and understand the following:

- Should I change address, I will inform the Museum allowing records to be updated.
- This object/these objects are being donated permanently to the Museum and is not given as a loan.
- The Museum is free to loan this object/these objects to other institutions.
- Should the Museum decide to deaccession the object(s) and dispose of them, I would like to be informed.

Donor's signature: _____ Date: _____

Managing Curator's signature: _____ Date: _____