

## **Procedure for accepting artefacts into the Museum.**

Sometimes in the past, items have been left at the Museum with no information about what they are or who donated them. This makes it impossible for us to assess their relevance or suitability for our collection. To solve this problem, we want to ensure that an Object Entry Form is filled in for EVERY item donated or loaned to the Museum.

Object Entry Forms are kept in the red folder labelled FORMS in the bottom drawer of the stewards' desk in room 1. Each form is in three parts and copies through by writing with a ballpoint pen on the top copy.

We accept items of local (i.e. East Surrey) interest. Please politely decline any item that is obviously not relevant, but if in any doubt accept the item. In all cases, tell the donor that the Curator will make a final decision on whether to accept the item into the Museum's collection. If it is decided that the item is not suitable for the Museum, it may be returned to the donor or otherwise disposed of.

Please explain to the donor that the form has to be filled in not only for our own records, but also for legal reasons, as it includes a declaration that the donor is legally entitled to donate the item.

An explanation of what to put in each field on the form is given separately, but here are a couple of key points to note:

- Please ensure that the donor puts their name and contact details in the Depositor field on the form.
- In the Description field, include the item's local connection, for example if it was made locally or was owned by somebody who lived locally.

Once the form has been completed, give part 3 (the pink sheet at the back) to the donor. Put the rest of the form along with the item on the desk in the office if the office is open; if it isn't, please leave both on the stewards' desk at the end of the day.

Peter Connelly Curator Sept 2023

## How to fill in each field on the Object Entry Form

**Museum Name and Address** East Surrey Museum, 1 Stafford Road, Caterham CR3 6JG.

**Form Number** Leave blank

**Depositor** Name, address and contact details of the person donating the item.

**Owner** Will usually be the same person as the donor, in which case, leave blank.

**Description** Please give enough detail to identify the item. Also explain its local connection.

**Total Number of Items** If a group of related items, please use one form and state the number of items in this field.

**Current Location** Leave blank.

**Reason for Entry** Usually gift. If it is anything else, please ask the prospective donor to ring the Museum on a Wednesday or Thursday and speak to the Curator.

The donor needs to sign and date where indicated in the Reason for Entry field.

**Additional Transfer of Title Agreement** The donor needs to tick the appropriate box, then sign and date here.

**Museum Signatory** The Museum volunteer accepting the donation needs to sign and date here.

**Return of the Object to the Owner** Leave blank.

# OBJECT ENTRY FORM

Sheet of

<b>Museum name and address:</b>	<b>Form number:</b>
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<b>Depositor:</b> Address:  Email: Tel:	<b>Owner (if different):</b> Address:  Email: Tel:
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<b>DESCRIPTION OF OBJECT/COLLECTION</b> (Briefly list the object(s), noting damage and recording information such as when, where, or how it was found or used. Continue on a new sheet if needed.)	<b>Total number of items:</b>
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**Current location:**  
(On the white copy only, note where the object(s) have been put initially. After that, update your movement records elsewhere as needed.)

**REASON FOR ENTRY** (Tick as applicable and sign.)

**Gift** - I offer to give the object(s) listed above to the museum's governing body.

**Sale** - I offer to sell the object(s) listed above to the museum's governing body (price sought £.....).

**Loan** - I offer to loan the object(s) listed above for the use of the museum's governing body for a period of ..... months.

**Identification** - I leave the object(s) listed above for identification and undertake to collect them no later than 4 weeks from today.

I confirm that the information given on this form is correct to the best of my knowledge and belief. I accept the terms and conditions described overleaf and have been made aware of the museum's privacy notice.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADDITIONAL TRANSFER OF TITLE AGREEMENT (GIFT/SALE ONLY)** (Tick as applicable and sign.)

I, **the owner**, confirm that I have undisputed title to the object(s) listed above, with full power to dispose of the items and transfer such title to the museum's governing body. OR

I, **the depositor acting on behalf of the owner(s)**, confirm that the owner(s) have undisputed title to the object(s) listed above, with full power to dispose of the items and transfer such title to the museum's governing body, and that I am authorised by the owner(s) to act on their behalf to that effect.

The title in the objects listed above, and subject to the conditions overleaf, is hereby transferred to the governing body of the museum.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MUSEUM SIGNATORY**

Receipt of the object(s) described above is hereby acknowledged.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

On behalf of the museum's governing body.

**RETURN OF THE OBJECT TO OWNER** (Tick as applicable and sign.)

I, the depositor/owner, acknowledge the return of the object(s) described above in a satisfactory condition following:

Identification       The end of the period of loan

The museum's governing body declining to accept the donation, loan or purchase of the object(s)

**Signed:** \_\_\_\_\_ **Countersigned (for museum):** \_\_\_\_\_ **Date:** \_\_\_\_\_