LEOMINSTER MUSEUM

16 Etnam Street, Leominster, Herefordshire, HR6 8AQ
Tel 01568 615186
Leominster Museum CIO: Registered Incorporated Charity Number 1162600
www.leominstermuseum.org.uk & : leominstermuseum : @leomuseum

Offer to Donate Artefact(s) or Archive Material to Museum *

A. Owner's Contact Details

Name: .....

Address: .....

..... **Postcode:** .....

Telephone Number(s): .....

Email Address: .....

Best contact method: ☐ Email ☐ Telephone – best time: .....

B. If the Museum cannot accept the donation: *

☐ Owner will collect the item(s) on request ☐ Museum should dispose of the item(s), please

C. About your Item(s) (please continue overleaf if more space is needed)

Description: .....

.....

What can you tell us about the item(s)? .....

.....

.....

What can you tell us about its/their local connections? .....

.....

.....

D. Museum use only

Form received by: ..... **Date:** .....

03/19

* **Please see the separate note for information in connection with your offer.**

Offers of Artefact(s) / Archive Material

Thank you for thinking of us. Please note the following.

We do not generally accept items on loan. Our collecting policy is to collect only those items which

- do not duplicate items already in the collections and
- which relate specifically to
    - the town and local area or
    - people who live(d) in the town or local area.

Desk volunteers may not accept objects for the Museum, but they will give you a form asking for information about what you are offering. Please fill this in and we will get back to you with a decision (or a request to view the item(s)) when the Curator has considered your offer.

If you choose to leave an item for the Museum to look at, please note that although we will do our best to take care of it, we cannot accept responsibility for loss or damage. Also, objects left should be collected within a month unless the Curator agrees otherwise; if you wish them disposed of in that event please indicate this on the offer form.

If we are not in a position to accept what you offer, it is possible that we may be able to suggest an appropriate museum, record office or gallery.

If we accept the offer, we will ask you to complete a formal donation form, standard to most museums.