HISTORY WEST

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RWAHS Museum Donation and Receipt Form

Office Use only: **Receipt No:_____ Accession No./s _____**

Thank you for offering the object(s) described below to the Society. The Museum will consider receiving them into our Collection in line with our Collection Policy, and we will contact you with our decision. Please provide as much information as possible on the object/s - this will inform our decision making and increase the object/s value to the Museum.

Contact details Title:	Last Name:	First Name/s:
Street Address: …….. ……..Post Code……		
Phone:	Email:	
Ownership / Donor (if different to above)		

Brief description of object/s (please list individually and use an additional sheet if required).

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Who made the object? Where and when was it made?

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Who was the owner, including relationship to Donor?

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When and where was it owned / used by this person

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Any other information? (eg. unusual uses, repairs, family lineage, condition)

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Do you have any related photographs? (e.g. of the object being used, location or donor)

……

Who is the copyright holder (artworks and photographs) if known / applicable?

……

Transfer of Ownership

I/We the undersigned being the legal owner of the above object(s) hereby donate, without retaining any right of revocation, the object(s) described above, to the Royal Western Australian Historical Society (Inc.) and in so doing confirm that I/we recognise that this donation will cause a transfer of ownership and that the Society will on receipt of the object(s) specified have absolute right to display or otherwise deal with it/them at its own discretion.

Donor's signature_____**Date**_____

RWAHS representative_____**Date**_____

Transfer of Copyright

If I/we own copyright, I/we hereby **DO/DO NOT** transfer this to the Society. (Please circle applicable)

Please Note: if the donation is not accepted into the RWAHS Museum collection it may be used for our education collection or library, transferred to another collection, or disposed of. Do you wish to have the object(s) returned to you if not accepted in the RWAHS Museum?

Yes ☐ No ☐

Office use only:

Viewed by Museum Committee: _____(Initial and Date)

☐ To be accepted for:

☐ Museum Collection ☐ Library ☐ Education Collection

☐ To be returned to Donor:

Signature of Donor on return_____ Date_____

☐ Other disposal: _____

(For multiple / complex donations attach addition sheet if required)

☐ Letter to donor: _____ (Initial and Date)