

DONATION FORM

Thank you for your interest in donating an item to the Esperance Museum. Due to limited exhibition space, storage, care requirements, provenance to Esperance and the Museum Collection Policy, we must consider every donation proposal very carefully. We cannot accept material where current ownership is unknown or might be disputed. Once a donation is finalised, it cannot be returned.

PLEASE attach one (1) or two (2) photos of the item you wish to donate.

YOUR DETAILS (PLEASE PRINT IN BLOCK LETTERS)

TITLE

GIVEN NAME

SURNAME

STREET ADDRESS

POSTAL ADDRESS

HOME NUMBER

MOBILE NUMBER

OTHER NUMBER

EMAIL ADDRESS

ITEM DETAILS (PLEASE PRINT IN BLOCK LETTERS)

NAME OF ITEM

WHAT IS IT? PLEASE PROVIDE A DESCRIPTION. BE SPECIFIC AND INCLUDE COMMON NAME/S TO DESCRIBE OBJECT, MAIN USE/S ETC. IF YOU NEED MORE SPACE, PLEASE ATTACH A SEPARATE SHEET OF PAPER WITH DETAILS.

WHEN AND WHERE WAS IT MADE?

WHO MADE IT?

ITEM DETAILS CONTINUED (PLEASE PRINT IN BLOCK LETTERS)

WHERE / HOW WAS IT USED? WHAT IS THE STORY OF THIS ITEM?

THIS ITEM WAS:

PURCHASED NEW GIFTED TO YOU INHERITED UNSURE

FOUND, WHERE - PROVIDE DETAILS BELOW:

WHAT IS THE CONDITION OF THE ITEM? PLEASE TICK ALL APPLICABLE:

USED DAMAGED AGED STAINED REPAIRED RUSTED

ARE YOU THE LEGAL OWNER OF THE ITEM? YES UNSURE NO - PLEASE ADVISE BELOW:

THERE IS COPYRIGHT FOR ITEMS SUCH AS PHOTOS, DOCUMENTS, CD'S, DVD'S ETC. COPYRIGHT IS A LEGAL RIGHT GIVEN TO THE CREATOR FOR A FIXED NUMBER OF YEARS. IT PROTECTS THE ITEM AS SOON AS IT IS CREATED. IF YOU OWN THE COPYRIGHT TO THE ITEM YOU CAN DONATE THE COPYRIGHT TO THE MUSEUM.

ARE YOU THE COPYRIGHT OWNER OF THE ITEM? YES UNSURE NO - PLEASE ADVISE BELOW:

HAVE YOU DISCUSSED THIS ITEM DONATION WITH YOUR FAMILY? YES NO

THANK YOU FOR YOUR INTEREST IN DONATING AN ITEM TO THE SHIRE OF ESPERANCE MUSEUM. YOUR DONATION WILL BE CONSIDERED AND A MUSEUM STAFF MEMBER WILL BE IN CONTACT TO FINALISE THIS REQUEST.

RECEIVED BY MUSEUM REPRESENTATIVE (PRINT NAME)

DATE RECEIVED