

# North Hertfordshire Museum: donating an object

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You may have something that you think might be of interest to our curators, which you would like to offer for accession into our collections.

If so, please try to contact us in advance in writing or by email, supplying as much information as you can. It would be helpful if you can include a photograph of the item with your description.

Before you contact us, please be aware that:

- we don't usually accept items on long-term loan;
- we can't accept items with specific conditions (e.g. about display) attached;
- we usually can't accept items containing hazardous materials (e.g. asbestos) unless there are compelling reasons for us to have them.

## Summary of Collecting Policy

North Herts Museum Service collects items made in/used in/found in/made by people from or otherwise reflecting the history and culture, primarily of the District of North Hertfordshire. All potential acquisitions are considered in relation to the criteria set out. Staff must demonstrate that the item or collection has significance and value to the Museum because of its:

- relevance to themes, issues, events and people of importance to North Hertfordshire's past and present, and/or
- relevance to subjects identified in the strategic plan for collecting or programme activity, and/or
- relevance to scholarship or the public understanding of North Hertfordshire's past and present histories and cultures.

*For further details, ask to see the Collections Development Policy*

# North Hertfordshire Museum Donation Form

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**Please complete the form below with details of your proposed object(s) for donation. Remember to include as many details as possible.**

Name			
Address			
Postcode		Telephone no.	
email			

Object information	Please describe the object(s) as well as its/their condition, being as specific as possible. Include dimensions where you can.

Object history	Please provide as much detail as possible regarding the object's connection with North Hertfordshire. (e.g. who owned, used or purchased the object, where and how it was used?).

**Please include a photograph of the object(s) where possible. Priority will be given to objects with a strong local history or similar connection to North Hertfordshire. Feel free to add extra sheets or continue on the reverse.**

## **What happens if we accept your item?**

If your item is accepted, it will be stored in our store with appropriate environmental conditions for the care and management of the Collection. It will be assigned a unique reference number and entered into a ledger with your details (a process known as accessioning). This formally transfers ownership of the item from you to North Hertfordshire Museum.

It may be drawn upon for special exhibitions or lent for exhibition at other accredited institutions; it may become part of the permanent displays when they are rearranged in the future. It will also be available for research purposes by our curators and visitors.

Your item may be more useful as part of our handling collection. In that case, we will ask your permission to add it to this valuable resource rather than accession it to the permanent collection.

## **What if we do not accept your item?**

We are not able to accept everything that is offered to us and if we do not accept your item, please do not be offended as it may be due to one of the following reasons:

- We already have a similar item in our collection.
- The item does not meet the criteria of our Collecting Policy.
- The item is not in good condition.
- There is not enough information about the history of the item.

If your item is not suitable for either our Collection or handling selection, we will try to advise you of another institution that may be interested in acquiring it.