

OBJECT RECEIPT FORM

Donation number _____

Date _____

Accession number _____

Museum name _____

Contact person _____

Telephone _____

Museum address _____

Email _____

Object/s received from

Mr/Mrs/Ms/Dr First name _____ Surname _____

Address _____ Telephone _____

Email _____ Estate of _____

Name of owner (if different from above) _____

Address _____

Telephone/email _____

Delivery details and location of object/s

Number of packages _____ Packaging type _____

Delivered/collected by _____ Object/s museum's location/s _____

Description of object/s (use a separate sheet if necessary) Number each item or group of items.

Record information about the object/s, including artist or maker, type of object and material, measurements, colour and dates. Include any history or provenance and associated people. Note any obvious damage or if object is incomplete.

Number of objects _____

Donation/gift

I/we certify that I am/we are the legal owner or the owner's representative and have read and understood the terms and conditions listed overleaf. The items listed are offered to the museum as a gift, and the item/s are not under dispute or being contested by a third party. I/we retain no rights, *including copyright*, associated with the item. I/we understand the museum cannot accept items on indefinite or long-term loan. This form represents transfer of ownership.

Name _____ Signature _____ Date _____

Received by museum

Name _____ Position _____

Signature _____ Date _____

Object/s offered but not accepted (or no longer required) for the collection will be:

- Returned to owner or owner's representative Transferred to another institution
 Considered for hands-on educational purposes Disposed of or recycled by method decided by the museum

All objects indicated on the form by an X were returned to the owner, or owner's representative, on behalf of the museum by:

Signature _____

Name _____

Position _____ Date _____

The owner acknowledges return of all objects as indicated by an X on the form:

Signature _____

Name _____

Date _____

NB: Owner's signed copy of this form must be presented when uplifting object/s.

This is the **donor copy** for their records as their permanent receipt.

Terms and conditions

This receipt form records the physical transfer and legal transfer of title of the item/s from the owner, or the owner's representative, to the Museum.

Care

1. The Museum will provide care and protection of the item/s. It will provide a suitable repository for the object(s), maintain and preserve the object(s) in accordance with standard museum and archival practices.
2. The Museum does not accept liability for loss of, damage to, or deterioration in the item/s except in the case of gross negligence on the part of employees of the Museum.

Donation/gift

1. The owner, or the owner's representative, understands that the Museum may not wish to accept the offer of any or all the item/s listed overleaf. Returned items will be clearly indicated on the form.
2. The Museum will act in accordance with the Code of Ethics and Professional Practice 2013, (Museums Aotearoa).
3. The Museum will assess each item under the terms of its own Collection/Acquisition Policy, which limits the items that it may acquire.
4. The donation/gift agreement is a transfer of ownership. The owner is gifting the item to the Museum absolutely, to be used or disposed of as the Museum's governing body sees fit without restriction, including display, preservation, retention, or disposal of the property involved, either now or in the future and in accordance with the *Code of Ethics and Professional Practice 2013, (Museums Aotearoa), The Protected Objects Act 1975, Mammals Protection Act 1978, Wildlife Act 1953.*
5. Please note that the Museum cannot accept a gift with other conditions attached, except in exceptional situations.
6. Should the Museum decline the offer of donation/gift, the owner, or the owner's representative, will be notified in writing and a time will be suggested for return of the item/s. If this option has been selected, owners are requested to collect items not more than one month after notification. Items not collected after that time, when all reasonable attempts to contact depositor have been made, will be disposed of by the Museum.
7. The donor assigns any *copyright interest* to the Museum and waives the owner's moral rights (if any) under the Copyright Act 1994 in favour of the Museum *unless otherwise noted as a special condition.*
8. The Museum will make the object(s) available to qualified researchers without restriction and subject to the Museum's standard practices and in compliance with the copyright laws of New Zealand. This includes copies of materials for the purposes of research, exhibition, publication, and interpretation.
9. Any restrictions on public access to donated object(s) must be approved by the Museum and noted on this form.
10. The Museum may return or dispose, according to the donor's stipulations, object(s) which are determined by the Museum's governing body to have no permanent value or historical interest, or which the Museum cannot properly house or preserve.
11. The Museum cannot give valuations.
12. The donor may provide a credit line for use when the object is displayed.