**Transfer of Title and Object Entry Form**

**T\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_A**

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| Item type(loan, acquisition, Deposit) | Object description | Accession number | Object entry number |
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I am the legal owner of the finds from the above objects. I hereby agree to donate the objects to Shipston on Stour & District Local History Society. This donation is an absolute gift to the Museum without condition. I relinquish all legal claims for the ownership and copyright of the objects in favour of Shipston on Stour & District Local History Society

Signed…………………………………………………………………………………….

Print………………………………………………………………………………………..

Date………………………………………………………………………………………..

Address …………………………………………………………………………………..

……………………………………………………………………………………………..

Post code ………………………………………………………………………………..

Trustee Signature ………………………………………………………………………

Print ………………………………………………………………………………………

Date …………………………………………………………………………………….

To be retained by museum.

**Transfer of Title Form**

**T\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_B**

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| Item | description | Accession number | Object entry number |
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Print………………………………………………………………………………………..

Date………………………………………………………………………………………..

Address …………………………………………………………………………………..

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Post code ………………………………………………………………………………..

Trustee Signature ………………………………………………………………………

Print ………………………………………………………………………………………

Date …………………………………………………………………………………….

Please retain a copy for your own records.

Terms and conditions

1. Only a trustee of Shipston on Stour & District Local History Society (herein known as “the Museum”) may accept an Object/artefact.
2. An object will not be immediately be accessioned to the Collection as due diligence must be carried out prior to accessioning. All objects will be checked for condition and provenance.
3. The depositor of the object/artefact should be the owner of said item. If the depositor of the item is not the owner, then there should be written evidence that the depositor has capacity to act on the owners behalf.
4. All artefacts must have a proven link to the District, whether this is production or use within the area
5. We cannot acquire material where current ownership is unknown or could be disputed.
6. Items are not commonly accepted with specific conditions attached.
7. The Museum does not typically accept items on long-term loan.
8. Unless there are compelling and legitimate reasons, items containing hazardous materials are not accepted (for example, firearms, asbestos containing objects, explosive, poisonous, radioactive material).
9. If the donation is suitable for the collection, is in good condition with good title, the Museum accept it for the collection.
10. In some circumstances the donation may be more appropriate for work with educational groups and would not be accessioned, instead forming part of the museums valued "handling" collection.
11. Any deposited item that is not accepted by the Museum will either be returned to the depositor, or disposed of.
12. Title of any deposited object must be signed over to the Museum
13. The Museum will not value an item
14. Except in exceptional circumstances the museum is unable to Purchase object. In such case Purchases will be agreed by a majority decision of in a General Meeting of the trustees.
15. The Copyright or intellectual rights pertaining to any object deposited with the museum will be passed over to be Museum
16. The Museum retains the right to deaccession or dispose of any item deposited if it is deemed to be no longer suitable for the Collection.
17. Any item that is deposited on loan, must have a specified loan period and will be returned after that period has expired.
18. All loans are left at the owner’s discretion. The Museum will not be liable for any loss or damage. Any items of value must be insured by the owner.

**Transfer of Title Form**

**T\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_C**

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| Item | description | Accession number | Object entry number |
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Post code ………………………………………………………………………………..

Trustee Signature ………………………………………………………………………

Print ………………………………………………………………………………………

Date …………………………………………………………………………………….

To be kept with Object