

**ALFRED GILLETT TRUST**  
**Museum Entry Form**

<b>Temporary Number:</b>			
<b>Received From:</b>	Name: Address:	<b>Owner (if different):</b>	Name: Address:
	Tel: Email:		Tel: Email:

**Description of Object(s)**

Note obvious damage and any related information e.g. when, where or how was it found or used; names and details of the people who made or previously owned it etc. Continue on a new sheet if necessary.

**Total number of items:** \_\_\_\_\_

**Reason for Entry** (tick as applicable, and sign)

- Donation** – I offer to donate the object(s) listed above to the governing body
- Assignment of copyright** – I further agree to assign copyright (where owned) to the governing body
- Sale** – I offer to sell the object(s) listed above to the governing body (price sought £\_\_\_\_\_)
- Loan** – I offer to loan the object(s) listed above for the use of the museum's governing body for a period of \_\_\_\_\_ months
- Identification** – I leave the object(s) listed above for identification and undertake to collect these no later than 4 weeks from today

I confirm that the information given on this form is correct to the best of my knowledge and belief and that I accept the terms and conditions described overleaf.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Agreement (Donations/Sales)**

Please choose from ***one of the following options*** and sign

- 1.** I, the owner, confirm that I have undisputed title to the object(s) listed above, with full power to dispose of the items and transfer such title to the Trust.
- 2.** I, the depositor, acting on behalf of the owner(s), confirm that the owner(s) have undisputed title to the object(s) listed above, with full power to dispose of the items and transfer such title to the Trust, and that I am authorised by the owner(s) to act on their behalf to that effect.

The title of the objects listed above and subject to the conditions overleaf, is hereby transferred to the Trust.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Receipt of the Object(s) described above is hereby acknowledged.**

Signed: \_\_\_\_\_ on behalf of the Trust      Date: \_\_\_\_\_

**Return of Object to Owner**

I, the depositor/owner, acknowledge the return of the object(s) described above in a satisfactory condition following:

- identification
- the end of the period of loan
- the Trust's declining to accept the donation, loan or purchase of the object(s)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Conditions of Deposit**

### ***General***

The Alfred Gillett Trust will take the same care and precautions for the protection of the item(s) described overleaf, whilst they are in its custody, as it does for those in its permanent collections. Except in the case of negligence on the part of itself, its officers or employees, the Trust does not accept liability for the loss of, or damage to, or deterioration in, the item(s) described overleaf. No valuation indicated verbally or written on this form at the time of deposit will be admitted by the Trust.

When item(s) are left in the Trust's heritage collection for whatever reason, the second (pink) part of this form will be given to the depositor as a receipt. This must be presented when the item(s) are returned to the owner or their representative. Both it and the Trust's part of the form (white) will be signed by the person receiving the items to acknowledge their receipt in a satisfactory condition. The owner (or the owner's representative) and the Trust will retain their respective parts of the form.

### ***Enquiries & Identifications***

Neither the Trust, nor its employees or agents, can accept any responsibility whatsoever for an opinion that may be expressed on items submitted for examination. Opinions may be given only to the owner of an item or to the representative of the owner.

The Trust's employees or agents are not authorised to give valuations, to assist in the disposal of private property, or to express opinions regarding the merits of business firms.

It is the depositor's responsibility to collect item(s) described overleaf and left for identification within 4 weeks of the date of the form. In the event of the item(s) not being collected within that period, the Trust reserves the right to dispose of the item(s) as it thinks fit after a period of 4 months from the date of the form.

### ***Acquisitions***

The Trust limits those items which it may acquire. Not all offers of loans, donations or sales can be taken up. If the Trust does not accept such an offer, the owner will be advised in writing. In the event of items not being collected within 4 months of the date of this form, the museum reserves the right to dispose of the item(s) as it thinks fit.

In the case of acquisition by the Trust of the item(s) described overleaf by gift or sale, the owner (or a person authorised to act on behalf of the owner) transfers to the Trust absolute ownership of those items, together with any rights of copyright for reproduction held by the owner in respect of those items, without condition.

This form acts as a first receipt for material offered for loan; if accepted, loan items will be subject to a separate loan agreement, to which additional conditions (including specific return date, and agreed valuation) will apply. Loans are never accepted for an indefinite period, but may be renewed.

### ***Special Conditions***

If special conditions, additional to the above, are agreed between the Trust and the owner/depositor, these should be recorded on a separate sheet, to which the owner/depositor and an authorised museum representative must both be signatories.