

Redland Museum Inc.
OBJECT DONATION PROPOSAL



Information about the proposed donation (this section to be completed by donor) If you need help completing this form please contact the museum.	
Date	Your Name:
Street Address:	
Town:	Post Code:
Phone No:	Email:
Description of object being offered for donation (if multiple objects, list each one separately)	
History of the object: (where it came from, who owned it, who made it, who used it, when, etc.)	
Condition of the object: <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	
Supporting information available: (e.g. letters, receipts, documents, photographs, etc.)	
Where is the object located now?	
Please ensure you provide a clear photograph or digital image of the object against a light background. Return this form to: Redland Museum, 60 Smith Street, Cleveland, 4163, or by Email to: admin@redlandmuseum.org.au	

Assessment of objects by Redland Museum: (museum staff will complete this section)	
Proposal ID Number:	Person to do assessment:
Assessment of significance to collection:	
Recommendation: <input type="checkbox"/> ACCEPT <input type="checkbox"/> DECLINE	
Decision of Accessioning Committee: <input type="checkbox"/> ACCEPT <input type="checkbox"/> DECLINE Date:	
Committee members present:	
Donor Advised (when and how):	Receipt Form No:
	Object No:
	Completed (date)

Frequently asked questions about donating objects to Redland Museum



1. How do I donate an object to the Museum?

Please complete an Object Donation Proposal form providing your contact details along with a photograph and information about the object you would like to donate. Museum staff will then assess your object for suitability for our collection. We will contact you if we need more information. We will try to make our decision and let you know within two weeks.

If we want your object we will arrange for it to be collected, or ask you to bring it to the museum. We will also ask you to complete an Object Receipt Form that will transfer ownership to the museum.

2. Can I just drop off my donation at the Museum?

Preferably not. We do not have the room or resources to take care of donated objects that we might not need in our collection. Please hold onto your objects until we have had a chance to assess them. Objects may be left at the museum ONLY on the understanding that you do not want the object returned if we decide not to accession it into our collection.

3. What kind of objects can I donate to the Museum?

Our collection policy defines our collecting aims as:

- To collect and conserve significant artefacts and archival materials portraying the social history of the Redlands in particular, and the surrounding areas in general.
- To collect artefacts and archival materials that will contribute to the creation of outstanding displays that will attract visitors to the museum.

Redland Museum cannot accept an object if it is not legally owned by the donor, or if it contains hazardous substances that could be dangerous to our staff or visitors.

4. Why would the museum not accept an object?

We rely greatly on the donation of objects to build our collection, however it is physically impossible for us to accept every object offered for donation. The main reasons we might not accept an object are:

- It does not fit our collection policy and collecting aims.
- We already have examples of the object in our collection.
- We are not able to adequately restore, maintain or display the object.

5. Do the objects have to be in perfect condition?

We prefer an object that is in good condition, but the history and stories about an object are just as important as its condition. Even an object in poor condition may still be of great significance in telling a particular story. However, an object in poor condition with no known history or significance is unlikely to be accepted.

6. Will objects I donate go on display in the Museum?

Our collection is greater than we are able to display at any one time. Our policy is to rotate objects into displays and exhibitions over a period of time. We cannot guarantee that your object will be on display at any particular time or location within the museum. However all objects in our collection can be made available for study or viewing upon request.

7. Can I ask for my donated object back at a later date?

No. Once you have donated an object and signed the Object Receipt form it becomes the property of Redland Museum. This is standard museum practice intended to avoid future confusion about ownership of the object.

8. Can I loan my object to the museum

We sometimes borrow objects for a defined short term for a special display or exhibition, however we do not accept objects on an indefinite long-term loan basis.

For further information, please contact:

Redland Museum, 60 Smith Street, Cleveland Qld, 4163

Phone: 07 3286 3494 Email: admin@redlandmuseum.org.au