



## Information Sheet 5: An example of the current Object Entry Form for donations of images.

| <span style="float: right; font-weight: normal;">Museum Object Entry Form</span>  |   |   |                     |                |                      |               |          |          |          |   |  |
|---|---|---|---------------------|----------------|----------------------|---------------|----------|----------|----------|---|--|
| <table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="padding: 2px;">Deposit No:</td> <td style="padding: 2px;">DEP 0097</td> </tr> </table>   |   | Deposit No:   | DEP 0097            |                |                      |               |          |          |          |   |  |
| Deposit No:   | DEP 0097  |   |                     |                |                      |               |          |          |          |   |  |
| <b>DEPOSIT</b>  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">Method (Donation/Sale/Loan)</td> </tr> <tr> <td style="width: 50%; padding: 2px;">Received from:</td> <td style="padding: 2px;">Owner (if different)</td> </tr> <tr> <td style="padding: 2px;">Address:</td> <td style="padding: 2px;">Address:</td> </tr> <tr> <td style="padding: 2px;">Tel No.:</td> <td style="padding: 2px;">Tel No.:</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Brief description of object(s) and notes of associated data (for Conditions see overleaf)<br/>(continue on a new sheet if necessary)</td> </tr> </table> | Method (Donation/Sale/Loan)   |                     | Received from: | Owner (if different) | Address:      | Address: | Tel No.: | Tel No.: | Brief description of object(s) and notes of associated data (for Conditions see overleaf)<br>(continue on a new sheet if necessary) |  |
| Method (Donation/Sale/Loan)   |   |   |                     |                |                      |               |          |          |          |   |  |
| Received from:  | Owner (if different)  |   |                     |                |                      |               |          |          |          |   |  |
| Address:  | Address:  |   |                     |                |                      |               |          |          |          |   |  |
| Tel No.:  | Tel No.:  |   |                     |                |                      |               |          |          |          |   |  |
| Brief description of object(s) and notes of associated data (for Conditions see overleaf)<br>(continue on a new sheet if necessary)   |   |   |                     |                |                      |               |          |          |          |   |  |
| <b>ITEM CHECKLIST</b>   | <div style="font-size: 48px; opacity: 0.5; font-family: cursive;">Sample - Do Not Use</div>   |   |                     |                |                      |               |          |          |          |   |  |
| <b>DEPOSIT STATEMENT</b>  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">I agree that the information recorded is correct and agree to deposit the item(s) on the conditions given here and OVERLEAF</td> <td style="padding: 2px;">Signed:</td> </tr> <tr> <td></td> <td style="padding: 2px;">Date:</td> </tr> </table>  | I agree that the information recorded is correct and agree to deposit the item(s) on the conditions given here and OVERLEAF | Signed:             |                | Date:                |               |          |          |          |   |  |
| I agree that the information recorded is correct and agree to deposit the item(s) on the conditions given here and OVERLEAF   | Signed:   |   |                     |                |                      |               |          |          |          |   |  |
|   | Date:   |   |                     |                |                      |               |          |          |          |   |  |
| <b>RECEIPT STATEMENT</b>  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">I acknowledge receipt of the item(s) referred to</td> <td style="padding: 2px;">Temporary Location:</td> </tr> <tr> <td style="padding: 2px;">Signed: _____</td> <td style="padding: 2px;">Date: _____</td> </tr> </table>  | I acknowledge receipt of the item(s) referred to  | Temporary Location: | Signed: _____  | Date: _____          |               |          |          |          |   |  |
| I acknowledge receipt of the item(s) referred to  | Temporary Location:   |   |                     |                |                      |               |          |          |          |   |  |
| Signed: _____   | Date: _____   |   |                     |                |                      |               |          |          |          |   |  |
| <p><b>ADDITIONAL AGREEMENT (DONATION/SALES ONLY) (tick as applicable, and sign)</b></p> <p><input type="checkbox"/> I, the <b>owner</b>, 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 Museum's governing body, OR</p> <p><input type="checkbox"/> I, the <b>depositor</b> 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 Museum's governing body, and that I am authorised by the owner(s) to act on their behalf to that effect.</p> <p>The title in the objects listed above, and subject to the conditions overleaf, is hereby transferred to the governing body of the Museum.</p> <p>Signed: _____ Date: _____</p> <p>NOTE: data from this record will be stored in electronic form</p> <p>Dispose of unwanted items: YES/NO _____</p> <p>Use unwanted items for disposable handling collection: YES/NO _____</p> |   |   |                     |                |                      |               |          |          |          |   |  |
| <b>COMPLETION</b>   | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Method</th> <th style="width: 20%;">Date</th> <th style="width: 30%;">Entry Number</th> <th style="width: 20%;">Letter YES/NO</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="padding: 2px;">Signed: _____</td> </tr> </tbody> </table>   | Method  | Date                | Entry Number   | Letter YES/NO        | Signed: _____ |          |          |          |   |  |
| Method  | Date  | Entry Number  | Letter YES/NO       |                |                      |               |          |          |          |   |  |
| Signed: _____   |   |   |                     |                |                      |               |          |          |          |   |  |
| <small>FOR OFFICE USE ONLY: WHITE - MUSEUM (FILE); PINK - DEPOSITOR/OWNER (RECEIPT); BLUE - MUSEUM (TO ACCOMPANY OBJECT(S))</small><br><small>Royal Marines Museum, Southsea, Hampshire, PO4 9PX. Tel: 023 9281 9385 Fax: 023 9283 8420</small><br><small>E-mail: <a href="mailto:info@royalmarinesmuseum.co.uk">info@royalmarinesmuseum.co.uk</a> Website: <a href="http://www.royalmarinesmuseum.co.uk">www.royalmarinesmuseum.co.uk</a></small><br><small>Registered Charity Number: 259422</small>  |   |   |                     |                |                      |               |          |          |          |   |  |

continued overleaf...

## Conditions of Deposit

### General

The Museum will take the same care and precautions for the protection of any loan 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 Museum's governing body does not accept liability for 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 Museum.**

When item(s) are left at the Museum for whatever reason, the second (pink) part of this form will be given to the depositor as a receipt. Both it and the Museum file part of the form (white) will then 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 Museum will retain their respective parts of the form.

### Acquisitions

The Museum has a collecting policy which limits those items which it may acquire. Not all offers of loans, donations or sales can be taken up. If the Museum's governing body 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's governing body reserves the right to dispose of the item(s) as it thinks fit.

In the case of acquisition by the Museum's governing body 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 Museum's governing body absolute ownership of those items, together with any rights of copyright or reproduction held by the owner in respect of those items, without condition other than that the governing body will hold the items on trust for use by its Museum for educational purposes to the public benefit, and in accordance with those provisions of the Museums, Libraries & Archives Council Accreditation Scheme in force at the time of the gift.

The Museum will refuse to accept an offer of a gift or bequest if items offered do not meet criteria set out in the museum's collecting policy. It will refuse, in writing, any unwanted, unsolicited gifts even if the museum has been advised that they need not be returned. It may advise other Accredited museums, archives or other public institutions that may be interested in the unwanted items.

### For items being acquired by the Museum

The owner (or a depositor acting on behalf of the owner) transfers ownership of the item(s) specified overleaf to the Museum, without conditions.

If the item(s) are a *gift*, the owner confirms that he or she was the absolute owner of the item(s) and that they are given to the Museum as an absolute and perpetual gift.

If the item(s) have been *purchased*, the depositor confirms that he or she was the absolute owner of the item(s) or had full power to sell the item(s) prior to the purchase.

If the item(s) are a *bequest*, the depositor confirms that their acquisition by the Museum was at the wish of the deceased, and if necessary encloses a copy or extract of the relevant will and probate act.

This form acts as a first receipt for material for loan; if accepted, loan items will be subject to a separate **loan agreement**, to which additional conditions (including a 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 Museum 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.

Royal Marines Museum, Southsea, Hampshire, PO4 9PX. Tel: 023 9281 9385 Fax: 023 9283 8420  
E-mail: [info@royalmarinesmuseum.co.uk](mailto:info@royalmarinesmuseum.co.uk) Website: [www.royalmarinesmuseum.co.uk](http://www.royalmarinesmuseum.co.uk)  
Registered Charity Number: 259422



THE  
NATIONAL  
MUSEUM



PRESERVING THE PAST, PROMOTING THE FUTURE