



# Donor/Lender Form

## Item/s Agreement and Information

PO Box 76, Canowindra NSW 2804

### DONOR/LENDER INFORMATION

Delivered By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Donor/Lender Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Mobile: \_\_\_\_\_  
 \_\_\_\_\_  
 Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

### ITEM/S INFORMATION

Items are to be (please tick):  Donated  Loaned  Purchased  Other \_\_\_\_\_

**Family/Surname that the item/s were associated with:** \_\_\_\_\_

**Description & history of Item/s** (It is important to record the history of items so they are just not an example of an object but rather an object with a richly documented history or story. Especially for items with local significance; who owned them, where they were used, what purpose did they serve, how did they come to the area etc. If you have further information/photos on the item/s then please email or mail us.)

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### TERMS & CONDITIONS

1. The Donor guarantees that they are the sole owner of the goods and property as described above and that they are free from all claims and encumbrances.
2. On the date nominated above, the Donor agrees to give to the Canowindra Historical Society & Museum and interest in the goods and property described, absolutely and in perpetuity.
3. The Donor agrees and declares on the date specified will be absolute, whether or not the Donor is alive and that this Deed binds all representatives of the Donor.
4. The Donor declares they have entered into this Deed of their own free will, voluntarily and without influence.
5. The Donor declares they have held or obtained or permits and licenses of and incidental to the goods and property.
6. No responsibility will be accepted by the Museum for any deterioration or damage that may occur to item/s.
7. Item/s will be assessed by the Collections Committee and then formally accepted or declined. Item/s will be assessed against our Collections Policy (available on request). The Collections Committee will give written advice of accepted or declined item/s. Any declined item/s must be collected within three months. The Society reserves the right to dispose of declined item/s after four months.
8. The Society reserves the right to display or store any item/s, or for them to be used for research purposes or family history research.
9. In the case of photograph(s)/document(s) the society may charge for reproductions to cover research costs. These items may also be reproduced or altered for design purposes (i.e. displays, banner, information panel or publications)

I, the donor/lender (or persons acting on behalf), agree that I have read the above information and I accept the conditions as stated and I am over 18 years of age.

Name: \_\_\_\_\_ Member accepting item/s: \_\_\_\_\_  
 Signature : \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

*Please copy this page and give it to the donor. Item/s and this form are to be placed in the plastic accessions box under the work table and a note recorded in the green Day Book.*

**COLLECTION COMMITTEE ONLY**

Date item/s assessed: \_\_\_\_\_ Condition: E = Excellent, G = Good, F = Fair/Used, P = Poor, D = Damaged

Item	Description, parts, marks, damage, etc.	Condition E, G, F, P, D	Accepted /Declined	Accession No.

Letter of thanks sent \_\_\_\_\_ Date: \_\_\_\_\_ Comment: \_\_\_\_\_  
Also send a copy of the donor form if required

**ITEM/S FOR RETURN**

Date of notification to donor/lender: \_\_\_\_\_ Signature of Donor/Lender (or persons acting on behalf), \_\_\_\_\_  
 Committee Member responsible: \_\_\_\_\_ Date: \_\_\_\_\_