

Object Donation Information Form



The Swindon Museum and Art Gallery accepts objects which meet the criteria outlined in our Collections Development Policy. This form is designed to capture information about potential donations, so staff can determine if they will enhance Swindon's collections. There may be good reasons why we cannot accept all donations.

Please tick the box to confirm you have read the Collections Development Policy before continuing with this form.

If you have an object/objects you wish to donate, please complete this form and return it to smag@swindon.gov.uk along with photographs of the object(s).

Today's date:

Are you the legal owner of the object? If you answered no, please initial here to confirm you are acting under instructions from the legal owner.	Yes / No
In accordance with our Collection Development Policy which collection is your object in relation to.	The Swindon Collection of Modern British Art Archaeology Social History Earth and Natural World The Victoria Hall Historic Collections
How many objects do you have? Details of objects – please include as much information as you can. (continue onto separate sheet if you need to)	
For all objects except modern art, please tell us how the object relates to Swindon and its history	
Photo's attached - Please attach a minimum of two photographs per object	Yes / No

Your details:

Name:	
Address:	
Email:	
Telephone No:	

This form is not an object entry form or transfer of title form. This form does not commit Swindon Museum and Art Gallery to acquiring the objects in question. Swindon Museum and Art Gallery will decline donations where the object does not fit our collecting policy, where we already have a version of the object in our collection, or where ownership of the object is unclear.

Office use only:	Date:
Does the object within our Collection Policy? Y / N	
Authorised by:	Signature: