

Please return the completed form to:

Sherborne Museum
Abbey Gatehouse
Church Lane
Sherborne
Dorset DT9 3BP

Email: info@sherbornemuseum.com

Are you the owner of the item? If not, please tell us who is and how you acquired the item:

Please attach photographs of the item and copies of any supporting documents, where possible, as these will help us to reach our decision.

General Data Protection Regulation (2018):

In order to handle to your request your name and contact details will be kept on written and computerised records and will be used solely for administrative purposes by the museum in line with our Data Protection Policy. Your details will not be shared by any third parties without your express permission. Our Data Protection Policy is available on our website or you can contact us for a hard copy. By signing the declaration below you give consent for the information on this form to be stored and processed.

I confirm that I have read and agree to the terms and conditions:

Signature:

Date:

Staff Use Only

Enquiry reference number:

Date received:

Response sent:

IMPORTANT INFORMATION

Please note:

Sherborne Museum **does not** accept unsolicited objects brought in or posted to us. If you bring an object to the museum, you will be asked to take it home with you. If you post an object to us, it will be returned to you by post. We have a legal responsibility to return your property to you.

We will dispose of objects posted to us or left at the museum without a return address.

Ownership is only transferred to Sherborne Museum when we formally accept an object and the relevant paperwork has been signed by the depositor. Sending and bringing unsolicited objects to the museum takes time and resources away from looking after our collections.

Please only send or bring an object to the museum if the curator has already agreed to accept it into our collections.

Our collections policy

Sherborne Museum seeks to add to its collections in accordance with its Collections Development Policy. Items will be accepted if they are from our defined catchment area, which includes Sherborne and the following villages:

Batcombe, Beer Hackett, Bishop's Caundle, Bradford Abbas, Castleton, Caundle Marsh, Chetnole, Clifton Maybank, Folke, Haydon, Holnest, Leigh, Leweston, Lillington, Longburton, Melbury Bubb, Melbury Osmund, Nether Compton, North Wootton, Osborne, Over Compton, Purse Caundle, Sherborne, Thornford, Trent, Up Cerne, Yetminster. It also includes Hilfield, Goathill, Poyntington, Ryme Intrinseca, Sandford Orcas and Stockwood.

We will not consider items that:

- Do not have an association with our catchment area
- Are too damaged for display or safe storage within our collections
- Contain hazardous materials or substances, such as asbestos (e.g. gas masks)
- Are duplicates of items already held within our collections
- That do not conform with the Museums Association Code of Ethics

What happens next?

The curator will reach a decision based on the information provided and make an appointment with you to discuss your offer further. In exceptional circumstances we may deviate from the above conditions but this will be at the sole discretion of the curator. We aim to respond to all offers within 30 days of receipt of this form.