

## Offer of donation form

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Thank you for your interest in donating an item to the Western Australian Museum. The WA Museum is committed to developing a significant and sustainable collection following ethical and legal guidelines. For these reasons, all offers of donation are subject to a rigorous assessment process. To help us with this process, please complete and return the information requested below as fully as possible.

Please also refer to our Collection Policy (available from <https://visit.museum.wa.gov.au/about/corporate-documents>) for further information on our collecting areas and procedures.

Once completed, please return this form and photographs to [reception@museum.wa.gov.au](mailto:reception@museum.wa.gov.au).

Your details			
1	Name		
2	Address		
3	Phone		
4	Email		
5	<b>Are you the legal owner of the item?</b> <i>Please circle one option. If unsure, please describe how you came to have the item in section 8.</i>	<b>Please circle one option:</b>	
		Yes	No
6	<b>If you are acting on behalf of someone else, please provide their details and in what capacity you are acting.</b>		

Item details										
<p><b>7</b>      <b>What are you offering?</b>  <i>For example: The item's name, description, number of objects/parts, etc.</i></p>										
<p><b>8</b>      <b>What is your relationship to the item?</b>  <i>For example: Belonged to a family member, purchased, found, etc.</i>  <b>What is its meaning to you?</b></p>										
<p><b>9</b>      <b>Where, when, and how was it used?</b></p>										
<p><b>10</b>      <b>Who made it? Are there any makers' marks or inscriptions?</b>  <i>Please note any other marks or inscriptions.</i></p>										
<p><b>11</b>      <b>Please describe the item's condition.</b>  <i>Please circle one option and provide more information. For example: Has it been restored, repaired, or altered in any way? Is it complete?</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center;"><b>Please circle one option:</b></td> </tr> <tr> <td style="text-align: center; width: 33%;">Good</td> <td style="text-align: center; width: 33%;">Fair</td> <td style="text-align: center; width: 33%;">Poor</td> </tr> <tr> <td colspan="3" style="padding-top: 10px;"><b>More information:</b></td> </tr> </table>	<b>Please circle one option:</b>			Good	Fair	Poor	<b>More information:</b>		
<b>Please circle one option:</b>										
Good	Fair	Poor								
<b>More information:</b>										

Item details (continued)	
<b>12 Dimensions</b>	
<b>13 Materials</b>	
<b>14 Current location of the item</b> <i>(City/town)</i>	

Documentation		
<b>15 Photos included?</b> <i>Please circle one option. Please include clear digital photographs in the highest resolution possible of the item. For 2D items (such as paper and textile), please photograph front and back. For 3D items, please include images (where practicable) of the front, back, both sides, top, and base of the item.</i>	<b>Please circle one option:</b>	
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">Yes</td> <td style="width: 50%; text-align: center; border: none;">No</td> </tr> </table>	Yes
Yes	No	
<b>16 Do you have any additional photographs or supporting documentation from the item’s period of use?</b> <i>If so, please provide details and/or copies.</i>		

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Your form will be forwarded to the relevant curator, who may contact you for further information. The assessment process may take several months to complete, but a curator will be in contact to inform you of the process and decision.