

HORSHAM MUSEUM DONATION ENQUIRY FORM

Title (Mr/Miss/Mrs/Ms/Dr.)	
Full Name	
Address	
Postcode	
Telephone Number (including dialling code)	
E-mail Address	

Description of Item(s), possible date, where did it come from?

Customer Signature

Date

Office use only

<i>Dealt with by</i>	<i>Declined</i>	<i>Meeting</i>	<i>Object Accepted</i>	<i>Donation form Completed</i>
			Yes / No	

Donations and Bequests

- Items intended for donation or bequest to the Museums Service, Horsham and District Council may be accepted if they comply with the Council's Collection and Disposal Policy 2012 to 2015.
- The key objective of the policy is to acquire items that strengthen the existing collections. Decisions on acquisition are made by the Museums Service, and are final.
- Ownership of the collection resides with Horsham and District Council to be held in trust for the people of Horsham District.
- Individuals intending to donate items are kindly requested to fill out the form for Enquiries or Proposed Donations. Please either return the form to:

Horsham Museum & Art Gallery
9 Causeway
Horsham
West Sussex
RH12 1HE

or by email to museum@horsham.gov.uk

- Curatorial staff will respond to potential donors and arrange appointments. Please note that we do not collect newspapers, magazines or souvenir issues.

Please note that for reasons of safety and security no objects, donations, bequests or other material intended for the Museum Service can be left at the entrance desk or anywhere else in Horsham Museum.