



CAMPERDOWN & DISTRICT HISTORICAL SOCIETY INC.

PO Box 243, Camperdown 3260

ABN 54 877 430 900 Inc No. A0020588V

HERITAGE CENTRE

Acquisition No:

Location:.....

.....

OFFER OF DONATION

The Camperdown and District Historical Society Inc. has an Acquisition Policy for items offered for our Heritage Centre collection. *(see reverse of this form)*.

The Heritage Centre Management Committee will assess items offered for our Heritage Centre collection for suitability. The outcome of the assessment will be advised in writing within 30 days of the offer of donation. If deemed unsuitable for the collection, the item(s) will be returned to the donor.

Describe the item(s) offered for donation:

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Donor name:

Address:

..... Postcode:

☎ Mobile:

Email:

***I understand and accept the Acquisition Policy of the
Camperdown and District Historical Society Inc.***

Signed: Date:

Office use:

Received on behalf of the Heritage Centre by:

Name:

Signed: Date:

*Copy to be provided to the donor

Camperdown and District Historical Society Inc.

Acquisition Policy

1. Acquisition Responsibility

The Heritage Centre Management Committee is responsible for all decisions concerning acquisitions.

2. Acquisition Criteria

- i. Items for acquisition will generally have a direct connection with Camperdown and district history. Other items will be considered if considered significant and relevant to understanding our local history.
- ii. Donations must be unconditional
- iii. Donors must have legal authority to do so
- iv. Condition of the items must be reasonable and acceptable
- v. Storage and display facilities at the Heritage Centre must be available and appropriate
- vi. Accepted items will become the property of the Camperdown and District Historical Society Inc.

3. Acquisition Procedures

- i. An *Offer of Donation* form must be completed for each item offered
- ii. Each potential acquisition will be considered by the Heritage Centre Management Committee
- iii. If accepted, the donor will be notified in writing by the Committee
- iv. If rejected, the item(s) will be returned to the donor together with a written explanation from the Committee

4. Acquisition De-accessioning

De-accessioning of an item may occur when;

- i. It is the property of the Camperdown and District Historical Society, and
- ii. It is of no further relevance or use to the purposes of the collection, or
- iii. It is damaged beyond repair, or
- iv. It has been stolen with no hope of return, or
- v. It does not meet acquisition criteria, or
- vi. It has no provenance nor known local connection, or
- vii. The Heritage Centre has identical objects with identical provenance, or
- viii. There is a reasonable request for return from the donor or family

5. Acquisition Disposal

Disposal of a de-accessioned item may be by;

- i. Return to the donor
- ii. Exchange, gift, or sale to another museum or institution
- iii. Public tender or sale
- iv. Destruction or recycling

Email: camperdowndhs@gmail.com **Web:** www.camperdownhistory.org.au

HERITAGE CENTRE

at 241 Manifold Street, Camperdown 3260

Open: Tuesdays and 1st Sunday of the month, 10.00 am – 3.00 pm, or by arrangement