

# Potential Object Donation Form



## STATEMENT OF PURPOSE

*Havering Museum collects and preserves objects which record the history of the area that is now the London Borough of Havering, making them accessible to a wide audience through exhibitions, events, activities, education programmes, publications and web pages. The Museum fosters a strong sense of community identity and pride in the achievements of local people, providing a wide range of opportunities for engagement in its work through volunteering, research projects and other activities.*

**Thank you for considering making an object donation to Havering Museum.**

As the Museum has limited storage space for its Collections, any potential object donation must be considered and accepted by the Collections & Exhibitions Team first. Any object offered to the Museum must also fulfil the following criteria:

- Evidence of being made or used in Havering
- Accompanied by supporting information, e.g. photographs or receipts
- Size, weight and condition will be taken into consideration

Prior to taking objects into the Museum's Collections, we need to record the following information. With this information the Collections & Exhibitions Team will be able to make an assessment.

Please fill out this form with as much detail about your object(s) as you can, attaching photographs if possible:

OBJECT INFORMATION	
<b>Brief Description of Object</b>	
<b>Size</b> (in centimetres, height x width x depth OR diameter)	
<b>What is it made of?</b>	
<b>Distinguishing Marks</b> e.g. maker's marks (if any)	
<b>Age</b> (approximate if unknown)	
<b>Historical Information Related to Object</b> (where was it made/used, and by whom, if known)	
<b>Any Other Information</b> (e.g. receipts, photographs)	

YOUR DETAILS*			
<b>Name</b>	<i>Title</i>	<i>Forename</i>	<i>Surname</i>
<b>Address</b>			<b>Post Code</b>
<b>Telephone</b>	<i>Daytime</i>	<i>Evening</i>	
<b>Email</b>			<b>Date</b>

\***Data Protection** - This information is for the use of Havering Museum only and will not be disclosed to third parties.

Please return this form by hand, post or email to:

**The Collections & Exhibitions Team Leader**

Havering Museum  
 19-21 High Street  
 Romford  
 RMI 1JU

Phone : 01708 766571

Email: [collections@haveringmuseum.org.uk](mailto:collections@haveringmuseum.org.uk)

Havering Museum will endeavour to respond within four weeks. Thank you.

For Museum use only			
<b>Form Received By</b>		<b>Date</b>	
<b>Action Taken</b>		<b>Date</b>	
For accepted objects only			
<b>Object Entry Form No.</b>		<b>Date</b>	
<b>Accession Number(s)</b>			