



ALNESS MUSEUM

OBJECT ENTRY FORM

Form No: E - _____

1. CONTACT DETAILS

RECEIVED FROM (DEPOSITOR)

Name

Address

Postcode

Tel No.

OWNER (IF DIFFERENT FROM DEPOSITOR)

Name

Address

Postcode

Tel No.

2. DESCRIPTION OF OBJECT / COLLECTION

Please note obvious damage, and any related historical information (e.g., when, where, or how it was found or used; names, dates, and details of the people who made or previously owned it. Continue on a new sheet if necessary).

Total no. of items: _____

3. REASON FOR ENTRY & DEPOSITOR AGREEMENT

Tick as applicable and sign below.

- Gift:** I offer to give the object(s) listed above to the museum's governing body.
- Loan:** I offer to loan the object(s) listed above for the museum's use for a period of _____ months.

I confirm that the information given on this form is correct to the best of my knowledge and belief, and that I accept the terms and conditions described.

Signed (Depositor)

Date

4. ADDITIONAL AGREEMENT (GIFT ONLY)

Tick as applicable and sign below.

- I, the owner,** confirm that I have undisputed title to the object(s) listed above, with full power to dispose of the items and transfer such title to the museum's governing body.
- I, the depositor** acting on behalf of the owner(s), confirm that the owner(s) have undisputed title to the object(s) listed above, with full power to dispose of the items and transfer such title to the museum's governing body, and that I am authorised by the owner(s) to act on their behalf to that effect.

The title in the objects listed above is hereby transferred to the governing body of the museum.

Signed (Owner / Authorised Depositor)

Date

5. MUSEUM SIGNATORY

Receipt of the object(s) described above is hereby acknowledged.

Signed (On behalf of museum)

Name (Print)

Date

6. RETURN OF OBJECT TO OWNER

To be completed ONLY when items are returned following loan or declined donation.

I, the depositor/owner, acknowledge the return of the object(s) described above in a satisfactory condition.

Signed (Depositor/Owner)

Countersigned (For museum)

Date: _____

Date: _____