

## Loughborough Carillon Tower & War Memorial Museum

### Object Entry Policy & Procedures

An entry form must be completed for each object that enters the care of the museum. Where a group of objects are received from a single depositor / donor, then a single form may be used. Where a group of objects has different depositors / owners, a different form must be used for each depositor / owner.

### Introduction

An entry form must be completed even if an object is going to be in the care of the museum for a short time only.

The purpose of the entry procedure is to:

- Uniquely identify the newly received item
- Ensure the museum can account for all objects in its care
- Provide a receipt to the owner or depositor
- Establish terms and conditions for deposit and the museum's liability
- Establish who has legal title to the object
- Capture key information about the object and its history

Museums are expected to take the same care of all the objects lodged with them, whether they form part of the permanent collection or belong to someone else.

The person receiving the deposit will ascertain under what authority the depositor offers the item. If of doubtful provenance then the item shall be refused. The museum will inform the depositor of the decisions made concerning the object within one month of deposit. Where the museum declines to accept the deposit, the depositor will be informed of the decision and requested to collect the unwanted items. If the items are not collected within 3 months then the museum reserves right to dispose of the objects as is seen fit.

### **Completing the Form**

The Object Entry Form is a three-part carbonless form supplied by the Museums Documentation Association (MDA). A sample is included in the manual. The entry forms are kept in the New Street Store and must be completed in ink. If an object is collected from a depositor away from the museum, where possible an entry form should be taken and filled in at the time of collection, or otherwise a form should be sent to the depositor within 5 days of deposit. Fill in the following fields:

- Museum name: Loughborough War Memorial Museum
- Form Number: The next consecutive entry number (if known)
- The depositors full name, address and telephone number.
- The name and address of the owner, if this is different.
- A full description of the object including history, condition and provenance. **Find out as much as you can about the object at this stage – it may be your last chance.**
- The number of items deposited.
- Reason for entry – tick the appropriate option (Donation, sale, loan or identification).

- Sign and date the form on behalf of the museum
- Obtain the signature of the depositor
- If and when the object(s) are accepted and catalogued the museum's catalogue number should be recorded on white copy against the object.

#### **Things to tell the depositor**

- Acceptance of the deposit does not mean the museum will accept the item(s) permanently. This will be decided by the trustees at their next meeting on the advice of the Museum's Curator.
- They will receive confirmation within 1 month of whether the museum intends to accept donations into the collection.
- The conditions of deposit are on the reverse of the entry form.
- In the case of purchases of gifts, then ownership will pass to the museum.
- We cannot guarantee that the item will be put on display.

#### **What happens to the completed form?**

- The white top-copy is placed on file in New Street store.
- The pink copy is given to the depositor as a receipt.
- The blue copy accompanies the objects until they are accessioned and given a permanent location in the museum. If the object is accessioned the blue copy is placed in the file along with a copy of the letter sent to the donor and any other documentation that relates to the object.

#### **What happens to the deposited objects?**

- The object should be passed to the museum trustees for a decision on whether it will be accepted into the collections. The trustees will contact the depositor and inform them of a decision.
- Incoming objects should be kept separate from the rest of the collection until they have been assessed for pest and other damage.

#### **What happens if an object is donated / left anonymously?**

- The above entry procedure should be followed.
- A note should be made on the entry form that the item was left anonymously.
- If the object is not to be accepted in to the collection, the museum will keep the object for a minimum of eight weeks in case ownership can be established. After this time the object may be disposed of.

#### **Example of a completed Object Entry Form overleaf**

**Loughborough Carillon Tower & War Memorial Museum**  
 c/o John Storer House, Wards End, Loughborough. LE11 3HA  
**Object Entry Form** **Form No. 5/2020**

Received from: <i>Mrs Joan Smith</i> <i>136 Any Street</i> <i>Small Town</i> <i>Leics. LE13 3NN</i>  Tel: <i>0112 636636</i>	Owner, if different:  <i>Not applicable</i>  Tel:
<b>Description of Object(s)</b> (Note any obvious damage and record everything the doner knows, dates and details Continue on a separate sheet if necessary)  <i>4 x WW2 medals, 39-45 Star, North Africa Star, Defence Medal and War Medal of Cpl John Smith, Royal Engineers.          Killed on 8 August 1941 at Tobruk Libya and is buried in the Tobruk War Cemetery.</i>  <i>He was the son on of Mr John and Sheila Smith. A single man he was 26 years old when he died and before the war had          worked for Wm Moss Builders.</i>  <i>The medals and ribbon are in the original box and the condition is as issued.</i>	
Total No. of items: <b>4</b>	
<b>Reason for Entry:</b> (tick as applicable and sign)  <input type="checkbox"/> <b>Gift</b> - I offer to give the object(s) listed to the museums governing body. <input type="checkbox"/> <b>Sale</b> – I offer to sell the object(s) listed to the museums governing body. (Price sought: £            ) <input type="checkbox"/> <b>Loan</b> – I offer to loan the object(s) listed to the museums governing body for a period of            months <input type="checkbox"/> <b>Identification</b> – I leave the object(s) listed and undertake to collect these no later than 4 weeks from today.  I confirm that the information given on this form is correct to the best of my knowledge and belief. I accept the terms and conditions described overleaf.	
Signed: <i>Joan Smith</i> <span style="float: right;">Date: <i>8 May 2020</i></span>	
<b>Additional Agreement (Gift/Sales only)</b> (Tick and sign)  <input type="checkbox"/> I, the owner, confirm that I have undisputed title to the object(s) listed, with full power to dispose of the items and transfer such title to the museums governing body. OR <input type="checkbox"/> I, the depositor, acting on behalf of the owner(s), confirm that the owner(s) have undisputable title to the objects listed, with full power and to dispose of the items and transfer such title to the museums governing body and I am authorised by the owner(s) to act on their behalf to that effect.  The title in the objects listed and subject to the conditions overleaf, is hereby transferred to the museums governing body.	
Signed: <i>Joan Smith</i> <span style="float: right;">Date: <i>8 May 2020</i></span>	
<b>Museum Signatory:</b> Receipt of the object (s) described above is hereby acknowledged.	
Signed: <i>R Clarke</i> (on behalf of the museum's governing body) <span style="float: right;">Date: <i>8 May 2020</i></span>	
<b>Return of the Object to the Owner</b> (tick as applicable) I, the depositor/owner, acknowledge the return of the object(s) described above in a satisfactory condition following <input type="checkbox"/> Identification <input type="checkbox"/> the end of the loan period <input type="checkbox"/> the museum have declined to accept the object(s)	
Signed: _____ Countersigned (for the museum) _____ Date _____	