

## REME Museum Donation Guide

Thank you for your generous donation offer to the REME Museum's collection. We will guide you through the process at each stage but please be aware of the following points:

- All items offered for donation are assessed by the museum's quarterly Acquisitions Panel. Due to limited storage space and criteria set by our Collections Development Policy, **the museum cannot accept all items offered**. This may be because of duplicate items already held by the museum or lack of connection to the Corps. All items are considered on a case-by-case basis. We understand that when an offer is declined this can be disappointing.
- The museum **cannot guarantee the display of any item** that is offered to the collection.
- Where offering an assemblage of items, the museum may be able to accept some items but not others.
- **Please do not send items to the museum without prior agreement.** If we have accepted items to the collection, please only send these. Any additional material offered at a later date will need to be considered separately by the panel and acceptance is not guaranteed.
- At the point of the items arriving at the museum, an object entry form will be provided. Once signed, this form confirms the **legal transfer of ownership to the museum**. At this point, these items cannot be returned to you.
- Please ensure that any family members or others that may hold title to an object are aware and agree to your intention to donate. Again, once signed over to the museum, they cannot be returned.
- All objects that enter the collection are assigned a unique number in the collection. This will be provided and can be used as reference should you wish to view your donated items at the museum in the future.

The museum abides by the Museum's Association Code of Ethics and Accreditation standards as set out by sector authorities including Arts Council England. All necessary procedures and best practice are followed to care for the items in the museum's collection.

Please feel free to contact us if you have any questions regarding the points in this document or our acquisitions process more generally.

Thank you for thinking of the REME Museum.