

OBJECT ENTRY FORM

MUSEUM NAME: Vernon Cadet Museum		FORM: EN /
Received from: Address: Phone: Email:	Owner (if different) Address Phone Email	
DESCRIPTION OF OBJECT/COLLECTION (note obvious damage & any related information, eg. When, where or how was it found or used; names, dates & details of the people who made or previously owned it etc. Continue on a new sheet if necessary)		
Total no. of items:		
REASON FOR ENTRY (Tick as applicable, and sign) <input type="checkbox"/> Donation - I offer to donate the object(s) listed above to the Vernon Cadet Museum <input type="checkbox"/> Sale - I offer to sell the object(s) listed above to the Vernon Cadet Museum (Price sought \$ _____) <input type="checkbox"/> Loan - I offer to loan the object(s) listed above to the Vernon Cadet Museum for a period of <input type="checkbox"/> Identification - I leave the object(s) listed above for identification & will collect this no later than 4 weeks from today <input type="checkbox"/> Research or teaching - material for temporary storage at the Vernon Cadet Museum (see over) <input type="checkbox"/> Conservation - I leave the object(s) listed above for conservation treatment (see over) I confirm that the information given on this form is correct to the best of my knowledge and belief, & that I accept the terms and conditions described overleaf Signed: Date:		
ADDITIONAL AGREEMENT (DONATIONS/SALES ONLY) (Tick as applicable, and sign) <input type="checkbox"/> 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. OR <input type="checkbox"/> 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, & that I am authorised by the owner(s) to act on their behalf to that effect. The title in the objects listed above, & subject to the conditions overleaf, is hereby transferred to the governing body of the museum. Signed: Date:		
MUSEUM SIGNATORY Receipt of the object(s) described above is hereby acknowledged. Signed: Date: <div style="text-align: center; margin-top: 5px;">On behalf of the Vernon Cadet Museum's governing body</div>		

RETURN OF OBJECT(S) TO OWNER (Tick as applicable, and sign) 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 Vernon Cadet Museum's governing body declining to accept the donation, loan or purchase of the object(s). <input type="checkbox"/> The end of the period of loan/storage <input type="checkbox"/> Conservation treatment Signed: Countersigned Date: <div style="text-align: center; margin-top: 5px;">(for IoA):</div>		
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Copies for: Vernon Cadet Museum files
 Depositor/owner receipt
 To accompany the object(s)

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CONDITIONS OF DEPOSIT

General

The Vernon Cadet Museum will take the same care and precautions for the protection of the item(s) described overleaf, whilst they are in its custody, as it does for those in its permanent collections. Except in the case of negligence on the part of itself, its officers or employees, the Vernon Cadet Museum's governing body does not accept liability for loss of, or damage to, or deterioration in, the item(s) described overleaf. **No valuation indicated verbally or written on this form at the time of deposit will be admitted by the museum.**

When item(s) are left at the museum for whatever reason, a copy of this form will be given to the depositor as a receipt. This must be presented when the item(s) are returned to the owner or their representative. Both it and the original form will then be signed by the person receiving the items to acknowledge their receipt in a satisfactory condition. The owner (or the owner's representative) and the museum will retain their respective forms.

Enquiries & Identifications

Neither the Vernon Cadet Museum's governing body, nor its officers or employees, can accept any responsibility whatsoever for an opinion that may be expressed on items submitted for examination. Opinions may be given only to the owner of an item or to the representative of the owner.

Vernon Cadet Museum staff are not authorised to give valuations, to assist in the disposal of private property, or to express opinions regarding the merits of business firms.

It is the depositor's responsibility to collect item(s) described overleaf and left for identification within 4 weeks of the date of the form. In the event of the item(s) not being collected within that period, the museum's governing body reserves the right to dispose of the item(s) as it thinks fit after a period of 3 months from the date of the form.

Acquisitions

The Vernon Cadet Museum has a collecting policy which limits those items which it may acquire. Not all offers of loans, donations or sales can be taken up. If the Vernon Cadet Museum's governing body does not accept such an offer, the owner will be advised in writing. In the event of items not being collected within 4 months of the date of this form, the Vernon Cadet Museum's governing body reserves the right to dispose of the item(s) as it thinks fit.

In the case of acquisition by the Vernon Cadet Museum's governing body of the item(s) described overleaf by gift or sale, the owner (or a person authorised to act on behalf of the owner) transfers to the museum's governing body absolute ownership of those items, together with any rights of copyright or reproduction held by the owner in respect of those items, without condition other than that the governing body will hold the items on trust for use by the Vernon Cadet Museum for educational purposes to the public benefit, and in accordance with those provisions of the Museum & Galleries Commission's Museum Registration scheme in force at the time of the gift.

This form acts as a first receipt for material offered for loan; if accepted, loan items will be subject to a separate **loan agreement**, to which additional conditions (including a specific return date, and agreed valuation) will apply. Loans are never accepted for an indefinite period, but may be renewed.

Special Conditions

If special conditions, additional to the above, are agreed between the Vernon Cadet Museum & the owner/depositor, these should be recorded on a separate sheet, to which the owner/depositor and an authorised museum representative must both be signatories.

RESEARCHER NAME/S

- Undergraduate
- MA, Mphil or Doctoral student
- Postdoctoral researcher
- Staff member
- Honorary staff

Expected research or conservation completion date:

Lab Number:

Exit Form Number:

Research or Teaching Notes

Storage Location