



COLLECTION DONATION FORM

The artefacts in the Bendigo Military Museum (BMM) Collection are at the heart of the stories we tell. Your generous donations of photographs, medals, service equipment, diaries, letters, maps, uniforms, souvenirs and works of art, all helps us to connect with our audience and tell deeper, more nuanced stories.

We are actively looking to expand our collection and greatly appreciate all offers of items that have stories of their own that are just waiting to be told. However, we do suggest that prior to approaching us you discuss your intention to donate the items with your family to ensure that you are all in agreement regarding the donation.

TERMS AND CONDITIONS:

1. The museum reserves the right to assess and determine the suitability of the donation for inclusion in its collection – acceptance of an item will depend on various conditions being met, including: condition of item(s), surplus to requirements, storage requirements, display space etc.
2. If accepted, the BMM will provide a copy of the signed Donation Form to you and will retain the original copy for our own records.
3. The donor is responsible for any costs related to the transportation and delivery of the items to the BMM.
4. Items donated to the BMM are given in perpetuity to the Museum Collection. We will not accept items on loan, or with conditions attached.
5. The BMM has an obligation to care for the item(s) against theft, damage, and climate conditions.
6. BMM may use the donated items for exhibition, educational, or research purposes, as deemed appropriate by its staff. When on display the donor(s) name will be displayed.
7. Items will not be guaranteed to be on permanent display.
8. The museum may deaccession items in accordance with its policies and procedures.

DONOR INFORMATION

If you agree to the above Terms and Conditions, please provide the following information:

NAME(S)	ADDRESS
PHONE NUMBER	
EMAIL ADDRESS	



ACKNOWLEDGEMENT

I understand that by donating these items to the Bendigo Military Museum, I am transferring ownership to the museum, and I will not have any claim or control over the items once the donation is complete.

CERTIFICATION

I hereby certify that I am the legal owner of the donated items and that I have the authority to transfer ownership to the Bendigo Military Museum and by signing this form I agree to the Terms and Conditions detailed above.

DATE		SIGNATURE OF DONOR	
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DEED OF ACCEPTANCE

The above item(s) have been accepted into the BMM Collection

This Deed shall be binding upon the Donor and the Museum, and it constitutes the entire agreement between the parties concerning the donation of the items specified herein.

DATE		SIGNATURE OF BMM REPRESENTATIVE	
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