

# Donating Objects or Collections to the National Maritime Museum

## **Offers of gifts and Museum procedures**

Thank you for your interest in the National Maritime Museum. It is through generous offers such as yours that our collections continue to grow as a public resource. We are very interested to hear more about your object (or objects) but unfortunately, for reasons of security and public accountability, Gallery Assistants and Library staff are not allowed to accept items offered as potential gifts 'over the counter'.

Instead we will be pleased to take your details, including immediate information on the object(s). This will be promptly passed to the Museum Registration section for consideration. They will contact you for any further information that we may need and tell you more about the procedure we use in deciding whether to accept your generous offer.

## **How acquisition decisions are made**

As you may imagine, we cannot accept all items offered to us. Every potential acquisition needs to fit into our published collecting policy and be investigated in order to establish that the acquisition is both legal and ethical. Potential acquisitions are discussed at a special monthly Collection Development Committee. Detailed information about the object, an account of how you acquired it and a photograph are usually sufficient for the committee to make its decision.

## **Use of objects and collections following acquisition**

When the Museum formally acquires new objects for its collections these additions become accessible to the public in a number of ways. Our holdings are a rich and fascinating resource and the foundation of our own temporary and long-term displays. They are also used in our education and publication programmes and many items are lent for exhibition in other museums at home and abroad. All objects are available to bona fide enquirers for research purposes (subject to practicalities at the time) and we also have a rolling programme of placing information about objects on-line through our website.

Please complete the form overleaf and send to:

Collections Registrar  
National Maritime Museum  
Park Row, Greenwich, London SE10 9NF

**Thank you for your offer.**

Please fill in your details below and we will contact you.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Please indicate how you intend to offer your objects.  gift  future bequest  sale  loan

**Object information**

Description, materials, size, why you think the object is important etc.  
Please enclose a photograph if possible.

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**Object History**

How did you acquire it? Where from? How long have you had it?  
Do you know anything about the object's history before you acquired it?

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**PLEASE DO NOT SEND US ANY ORIGINAL ITEMS.  
ALL MATERIAL RECEIVED IN THIS WAY WILL BE POSTED BACK BY RETURN.**