



# Thinking of donating an item to Scarborough Museums and Galleries? Here's what you need to know.

## You may own an item that you think is suitable for our collection

Firstly, thank you for thinking of us. Right now, we are reducing the number of items we accept. We are updating our policies to identify where there are gaps in our collecting and what might be important to collect for the future. That means we are not able to accept everything that is offered to us. If we can't accept your item, please do not be offended - it may be due to one of the following reasons:

- We already have a similar item in our collection.
- The item isn't in good condition.
- There isn't enough information about the history of the item.
- The item may create storage issues that mean we may not be best placed to look after it according to accredited standards.

If your item is not suitable for us, we'll try to advise you of another organisation which may be interested.

If you think you have an item which we may accept then please contact us by letter or email as follows:

### **Collections Manager**

Scarborough Museums and Galleries

Woodend

The Crescent

Scarborough

YO11 2PW

[Jim.middleton@scarboroughmuseumsandgalleries.org.uk](mailto:Jim.middleton@scarboroughmuseumsandgalleries.org.uk)

Please ensure you provide:

- Your name and contact details including an email address.
- A description of the item, any information you may have on the history of the item and ownership and its current condition.
- Photographs of the item(s).

We will get in touch within a month with a decision. If it is a potential art donation it will be discussed by our Art Acquisition Advisory Group, which meets every three months.

### **Before you contact us**

Please be aware that:

- We are unable to give valuations or authenticate items.
- We don't usually accept items on long-term loan.
- We can't accept items with specific conditions attached.
- We can't accept objects that pose a potential hazard. Hazards are anything that can cause a risk to the health of the staff, visitors or the rest of the collection. Hazards include any objects containing asbestos, explosive, flammable, poisonous, potentially carcinogenic or radioactive material or items that contain pest infestations.
- We cannot guarantee that your object will be on permanent display.

### **Bringing objects to the museum:**

- Objects should be brought to the museum by appointment only.
- Please do not send material through the post unless this has been agreed with our curator.
- When you make an appointment for us to view objects, please only bring the objects you have already discussed with us, and no additional items.

## Unsolicited objects

Unsolicited objects for donation are objects that have been left at or posted to one of our sites without prior discussion and agreement with the museum. Please note:

- Unsolicited objects will not be accepted.
- The team will do all it can to contact the donors of any unsolicited offers in order for them to collect their objects.
- If objects remain uncollected for three months, or if no contact details are left, absolute ownership will be transferred to Scarborough Museums and Galleries who may dispose of objects as it sees fit.

## What happens if we accept your item?

- **The legal ownership passes to us, and the item cannot be returned to you.**
- The item will be stored under appropriate environmental conditions in our store.
- It may be used in exhibitions or loaned to other institutions.
- It will be available for research purposes.
- Your item may be more useful as part of our handling collection. If so, we will ask your permission to add it to this valuable resource.
- **Once it has been accepted, any future decisions about the item will be made in accordance with our policies and procedures.**