

PORT CHALMERS HISTORICAL SOCIETY INC
PORT CHALMERS MARITIME MUSEUM
19 Beach Street, Port Chalmers 9023
Phone: (03) 472 8233
E-mail: pcmuseum@xtra.co.nz
Web: www.portmuseum.org.nz

COLLECTION RECEIPT

Donor's Name:

Address:
.....
.....

Email:

ITEM(S) DESCRIPTION

.....
.....
.....
.....
.....
.....

.....Quantity on Arrival

PROVENANCE (include history associated with the item(s), i.e. connection to donor/
depositor to items, history of ownership) *How did you come to own this object.*

.....
.....
.....
.....
.....

STATUS

Donation *See Terms and Conditions overleaf*

Loan for copying/appraisal/identification (circle one) item

returned / /

Item(s) not accepted for the collection will be: Returned Disposed of
I hereby warrant that I am the legal owner (or agent for owner) of the item(s) described in this
form and have the right to enter this transaction. The item(s) are not under dispute or being
contested by a third party. I confirm that I have read and agreed to the relevant conditions

outlined on the reverse of this form.

Name
.....Signature.....Date.....
....

Received by
Name
.....Signature.....Date.....

Position

ACCESSION No (if accepted).....

TERMS AND CONDITIONS

DONATIONS

In donating item(s), the donor agrees to transfer full ownership to the Society and to give the Society an exclusive license to store, reproduce and publish copies of the item(s) for the Society's use. The creators moral rights are confirmed.

The Society has the right to use the item(s) in any way appropriate to the fulfillment of the Society's objectives and in accordance with their dignity and purpose. The purpose of the Society is, to record and preserve and display to the public the social and maritime history of Port Chalmers and its environs and to own and operate the Port Chalmers Maritime Museum. In fulfilling its purpose, the Society reserves the right to:

1. Conserve, treat and store donated items in its Museum to ensure their long-term preservation.
2. Authorise requests to view and study donated item(s).
3. Authorise copying of donated item(s) for reproduction, publication and display.
4. Allow researchers to obtain reproduction of donated item(s) for personal or research use.
5. Use donated item(s) in any of its exhibitions and displays and use images in promotional material.
6. Create and store photographic and digital copies of donated item(s) for research and display through collection databases and publicly accessible files including websites.
7. Impose a relevant Creative Commons license in publishing work. Normally, this will be 'Attribution Non Commercial No Derivatives'.
8. Loan donated item(s) to similar organisations for the purpose of exhibition and display.
9. Acknowledge or otherwise reference the donor's personal name or family, whanau or iwi and ask other users to do the same, unless otherwise indicated.

10.

If the donor has requested that item(s) not accepted for the collection be returned to them, but they are unable to be contacted after reasonable efforts to do so, the Society may dispose of the item(s) by a method deemed appropriate. These methods include offering the item(s) to another institution, sale or destruction. The donor agrees to meet any postage or transportation costs incurred in returning the item(s).

LOANS

Subject to the terms and conditions of the loan agreement and overleaf.

BY ACCEPTING THE ITEM(S) INTO THE SOCIETY'S MUSEUM, WE UNDERTAKE TO KEEP ITEM(S) IN PERPETUITY IN THE BEST POSSIBLE PHYSICAL STORAGE CONDITIONS WITHIN OUR RESOURCES, AND TO MAINTAIN DOCUMENTATION SYSTEMS WHICH WILL ENSURE THE ITEM(S) CAN BE LOCATED.

conditions

I have read and agreed to these terms and

initial.....

Donor