

WEST SOMERSET STEAM RAILWAY TRUST - MUSEUMS
Artefact Entry and Receipt Form – Document GM2

This form must be completed as fully as possible for all deposits of artefacts. A photocopy should be given to the depositor as a receipt and the original form returned to the curator.

Name and address of depositor	
Description of item (be as specific as possible)	
General description of condition of item. In particular, any existing damage should be noted.	
Is this a loan or a gift?	
If a loan, state period of loan. (NB: permanent loans are not acceptable. If a long term loan is intended, please state a period of (for example) 10 years or another determined period)	
State any special conditions associated with the deposit (see below) or state NIL	

Declaration by depositor

- I declare that I am the legal owner of the artefact detailed above or that I have the permission of the legal owners to act on their behalf.
- I confirm that the artefact is either loaned or gifted to the West Somerset Steam Railway Trust as stated above.
- Where the artefact is gifted, I declare that legal title is now passed to the WSSRT.
- I confirm that any special conditions on (for example) disposal, display, public access or storage are noted above.
- I declare that I understand the WSSRT's disposal policies, copies of which are available on request.

Signature of depositor	
Date of signature	
Name and signature of WSSRT recorder	
Date of deposit	

West Somerset Steam Railway Trust

Registered Office

The Railway Station, Bishops Lydeard, Taunton, Somerset, TA4 3BX



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01823 433954



info@wssrt.co.uk

Museums

ARTEFACT EXIT FORM (GM5 v 2.0)

Remover:
Address:
Recipient:
Address:
Description of items
Special conditions (eg insurance or security etc)
Reason for removal:
Return required? Agreed return date:
Museum: I agree that the information on this form is correct. Signed:
Recipient: I acknowledge receipt of the item(s) described above and agree to the conditions over leaf.
Signed:
Date:
One copy of this form to be kept in museum. Second copy to be given to recipient.
Return of item: I acknowledge return of the items above in good condition.
Signed on behalf of museum: date:

EXIT FORM

For museum objects being removed from the museum's premises.

LOAN PROCEDURE

Except in the case of disposal or where noted overleaf, it is the recipient's responsibility to return the object(s) described overleaf by the agreed return date.

A copy of this form will be made and the original and the copy should be signed by the recipient as an acknowledgement of receipt. The original should then be returned to the museum.

If the object(s) are returned by the recipient, they should be accompanied by the copy of the form. Both this part and the original held by the museum will then be signed by a museum officer in recognition of having received the object(s) back in satisfactory condition (subject to later detailed examination).

If it has been agreed and noted overleaf that the object(s) are to be collected by the museum, the collector will be accompanied by the original (museum) copy of the form. Again, both copies will be signed by the museum officer, in recognition of having received the object(s) back in satisfactory condition (subject to detailed examination on returning to the museum).

In both circumstances, the original recipient and the museum will retain their respective copies of the form for future reference.

CONDITIONS OF LOAN

The West Somerset Steam Railway Trust (WSSRT) will require the recipient to enter into a formal agreement incorporating the following conditions together with such other terms and conditions which it may consider appropriate.

CARE OF OBJECTS ON LOAN

The recipient of the object(s) described overleaf undertakes to take the same care and precautions for the safe custody of these object(s) as would be applied if they remained on the museum's premises. Objects must remain in the custody of the recipient.

Any damage, whether in transit or on the recipient's premises, must be reported immediately.

The object(s) must remain in the condition in which they were lent. No part of any object should be removed. Objects must not be cleaned, marked or altered in any way, subjected to technical examination or destructive testing except optically or subjected to reproduction processes.

Any misuse of object(s) on loan will lead to their immediate recall and the withdrawal of all facilities to the recipient.

The WSSRT will stipulate requirements for the security and environmental conditions according to the nature of the object(s) in question. At the very least a secure, lockable glass display case will be required for loans for exhibition within a building of adequate security.

REPRODUCTION AND EXHIBITION

No photography or other forms of reproduction are permitted without written consent of the WSSRT.

Acknowledgement must be made to WSSRT whenever objects or illustrations of objects are exhibited. This also applies when objects are referred to or illustrated in any published work and a copy donated to the WSSRT. In the case of a major work a copy of the relevant chapter/section and bibliography will suffice.

RENEWAL AND RECALL OF OBJECT(S), COSTS INCURRED

All requests for extension of the loan period should be made in writing before the end of the initial loan period.

In certain circumstances the WSSRT may require one of its officers to accompany the object(s) during part or all of the loan period. The recipient may be required to pay the expenses incurred.

The WSSRT may require to check object(s) on loan at specified intervals. The recipient may be asked to pay the expenses incurred.

The WSSRT must be allowed access to the object(s) on loan at all reasonable times.

Object(s) in transit are the responsibility of the recipient. Object(s) should be returned to the WSSRT in person, by registered post, Securicor Parcels Service (or similar) or as specified.

INSURANCE

WSSRT will state the terms of insurance. The recipient will agree to these terms. All loans of museum objects will be insured by the borrower individually for the sum specified during their absence from museum premises including transit periods. In the event of damage, reasonable costs of repairs will be met by the recipient. These are to be determined by mutual agreement, or in default of agreement, by arbitration. In the event of such a repair resulting in a loss in the market value, the recipient will pay an amount equal to such a reduction. In default of agreement, arbitration will be sought.

Special conditions