

MULL MUSEUM

PROCEDURE FOR RECEIVING ARCHIVAL MATERIAL & PHOTOS

Anyone receiving material to ask the donor to fill in the following details

ARCHIVAL MATERIAL	
Name of donor	Date
Contact phone no.	
Description of Material and Provenance	
If the Museum already has the material or it does not fall within its collecting policy does the donor require it back? (If 'No' the Museum will deal with the material as it sees fit)	Yes/No
Are there any copyright issues?	Yes/No
If there is a copyright issue, who retains the copyright? (Please give contact details if known)	
PHOTOS	
Name of donor	
Contact phone no	
Date	
Description of photo. (All persons in photograph to be named if possible.)	
This photo has been given to the museum as a donation/to be copied (delete as appropriate)	
Date photo taken	
Are there any copyright issues?	Yes/No
If there is a copyright issue, who retains the copyright? (Please give contact details if known)	
Signature of donor/ depositor	

This form to be attached to donation

Form created April 2007