

Donation Application Form / Donor Interim Receipt (Biodiversity / Geosciences Program)

Thank you for considering donating material to the Queensland Museum Biodiversity / Geosciences Program. Before receiving the item/s for assessment, we need to gather all corresponding data. Please complete this form with as much information as possible and return it with the item/s.

The item/s will then be assessed using a set of criteria outlined in the Queensland Museum Collection Policy, to determine if they are suitable for the collection. Once the assessment has been completed we will contact you with the results. If the item/s does not meet the criteria and is not accepted into the collection you will be notified to come and collect it. If the item/s is not collected within 30 days, the Board will dispose of the item/s. (You may arrange with the Museum for the item/s to be returned to you instead, by a fee may be applicable.)

If the item/s is accepted, we must ensure that you are aware of the following conditions:

1. All donations are considered to be outright and unconditional gifts to the Museum, without restrictions as to use or disposition.
2. Item/s is accepted into the Museum's collection to be conserved and studied as part of Queensland's heritage. Subject to the Museum's exhibition programme, all objects in the collection have the potential for display, but none are displayed permanently.
3. The Museum will not knowingly acquire any item which has been illegally obtained, illegally exported from its country of origin, or illegally removed from an historic or archaeological site. The donor's signature on the Gift Agreement form certifies that the donor has the legal capacity to transfer the donation to the Museum.
4. Some donations may be tax deductible under the Commonwealth Governments Taxation Incentives for the Arts Scheme. Items which fall into this category need to be assessed by two approved valuers at the owner's expense. Further information about this scheme is available from the Museum.
5. The Queensland Museum will only use the personal information submitted in this form to assist with managing the acquisition process. (Use of this information falls within the scope of the Queensland Government's Privacy Standard, accordingly personal information will not be passed on to third parties without consent (unless required by law). Further information about the types of information collected and stored by the QMN can be found in our Privacy Plan via our website.)
6. Whilst every effort is taken to care for item/s lodged at the Museum for assessment, the Queensland Museum cannot accept any responsibility if item/s are lost or damaged whilst in Museum care.

If you have any queries please contact:

Donor Details

Name:			
Address:			
Telephone	H	W	Mo
Email:			
Are you the legal owner of the item/s or are you acting on behalf of another? If so, please write the details of the legal owner below:			



I agree to leave the below mentioned item/s at the Queensland Museum and understand the conditions, under which I do so,

Deposited by (signed):Date received:

Received by: Signed:

(NOTE: Please check ID of person depositing material to confirm personal details are correct)

Details of item/s offered for donation

Type of item:		
Locality details: (Where was the item collected / found?)		
GPS reading/ map reference (if known):		State:
Other data		
Brief description of item/s	Returned to owner (Y)	
Circumstances under which the item/s was collected or found:		
Is the item complete? <i>(please comment)</i>	Y / N	

What is the item/s history?

Documents and support material

Please indicate what documents you have to accompany the item. (E.g. These might include photographs, permits, letters, transfer documents etc.)

Please note: in the case of photographs the Museum can make copies and does not need to retain originals

Why is the item being offered for donation?

There are four main reasons for collecting items in the Biodiversity / Geosciences Program. These are outlined in the boxes below, number the boxes from most important (1) to least important (4). Please also add any comments or explanations in the space provided.

Queensland provenance	
Associated with research centred around Queensland of relevance to QM research priorities	
Exceptional specimen - Suitable for display and exhibition purposes	
Suitable for education purposes	
Comments	



Result of specimen assessment: Accepted Not Accepted

Comments:
.....
.....
.....

Specimen assessed by: Date Assessed:

Date donor contacted: by

Resulting actions:
.....
.....

Item(s) marked with **Y** above in the **Brief description of item/s** box, have been returned to me from the Queensland Museum,

Signed (owner)..... Date:.....

Returned on behalf of the Board of the Queensland Museum by:

Signed (owner)..... Date:.....
