



West Somerset Railway Heritage Trust
Registered Charity No. 265564



Artefact Entry Form

Form No.

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.

Please Print Full name and address of depositor/donor.	
Description of item (Please be as specific as possible)	
Description of condition of item. Any existing damage should be noted.	
Loans are only accepted from Accredited Museums or recognised Heritage Sites. No loans from individuals can be accepted – donations or gifts only.	
Loans are accepted for a maximum period of 12 months but are renewable by written agreement. Long term loans will be accepted subject to prior written agreement.	
State any special conditions associated with the deposit (see below) or state NIL	
Artifacts gifted must have their full title transferred to WSRHT and cannot be subject to any conditions in the last Will or Testament by the donor.	

Declaration by Depositor

- 1) 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.
- 2) I confirm that the artefact is either loaned or gifted to the West Somerset Railway Heritage Trust as stated above.
- 3) Where the artefact is gifted, I declare that legal title is now passed to the WSRHT.
- 4) I confirm that any special conditions on (for example) disposal, display, public access, or storage are noted above.
- 5) I declare that I understand the WSRHT's Disposal Policy, copies of which are available at '*Appendix 1*'.

Signature of Depositor:	
Date of Signature:	
Name and Signature of WSRHT Recorder:	
Date of Deposit:	

Appendix 1

West Somerset Railway Heritage Trust Disposals Policy

- 1) Disposal is the permanent removal of an item from a museum's permanent collection. Any disposal must clearly demonstrate a long-term public benefit and be consistent with the Trust's objectives. The Trust accepts a strong presumption against the disposal of any items in its ownership except as set out below.
- 2) In those cases where the Trust is legally free to dispose of an item, any decision to sell or otherwise dispose of items owned by the Trust will be taken only after due consideration by the Board. Factors to be considered include, but are not restricted to, the following: relevance to the Trust's strategies as set out in its business plans and endorsed by members; the uniqueness of the item, both in the Trust's collections and collections held by museums and other organisations collecting the same material or in related fields; and condition. Where appropriate, expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities, and others, including the West Somerset Railway Heritage Committee, will also be sought.
- 3) If there is doubt about the right to dispose of an item, appropriate advice will be sought consistent with the value of the item. Agreements on disposal made with donors will also be considered.
- 4) Disposals will not be made with the principal aim of generating funds except for those items that have been specifically donated for this purpose.
- 5) Once a decision to dispose of an item has been taken, priority will be given to retaining the item within the public domain and it will be offered first, by exchange, gift, or sale to other relevant museums before disposal to other interested individuals or organisations is considered.
- 6) Items will not be disposed of for scrap unless the Board considers the item is beyond any reasonable prospect of restoration by any organisation now or in the future or has no financial or heritage value.
- 7) Full records will be kept of all disposal decisions and the items involved. Proper arrangements will be made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable.
- 8) Any monies received by the Trust from the disposal of items will be credited to the Trust's Museum Fund (which is a Restricted Fund). This Fund is available for the acquisition of new items and for expenditure related to the care and presentation of collections.

DOCUMENT CONTROL

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED

Version No	Date Approved	Revision
0.1	Sept. 2016	First Issue of Entry Policy and Disposals Policy document Review Date: Sept 2018
0.2	July 2022	Policy Reviewed. Exit Policy deleted; Disposals Policy added as Appendix 1. Draft for Approval.
0.3	July 2022	WSRHT Board Approved. Next Revision due July 2025

THIS DOCUMENT IS NOT CONTROLLED ONCE PRINTED