

Headstone Manor & Harrow Museum
Donating Objects or Collections

How acquisition decisions are made

As you may imagine, we cannot accept all items offered to us. Every potential acquisition needs to fit into our published collections and acquisitions policy and be investigated in order to establish that the acquisition is both legal and ethical. Potential acquisitions are recommended to the Harrow Museum Trust on a monthly basis. Detailed information about the object, an account of how the object was acquired and a photograph are usually sufficient for the Museum to make its decision. If you have any photographs of the object please send them along with this form - **Thank you for your offer.**

Please fill in your details below and email the form back to us at collections@headstonemanor.org or send it to the below address:

Curator

Headstone Manor & Museum

Pinner View

Harrow

HA2 6PX

PLEASE DO NOT SEND US ANY ORIGINAL ITEMS. ALL MATERIAL RECEIVED IN THIS WAY WILL BE POSTED BACK BY RETURN.

Section A – Contact Details*

Name:

Address:

Post Code:

Contact Number:

Mobile Number:

E-mail Address:

Section B – Object Details

Please indicate how you intend to offer your objects * (The Museum will only consider purchasing items in exceptional circumstances)

Gift Sale Long-term Loan

Please provide a description of the object:*

Please provide a description of the materials used to form the object:

Size of Object: Height Width Depth

Estimated Age of Object:

Condition:* Good Fair Poor

Object History - How did you acquire it? Where from? How long have you had it? Do you know anything about the object's history before you acquired it? i.e. who owned it, who made it? *

How does the object relate to Harrow? Why is the object important to Harrow? Why is the object important to you? *

Please use additional paper if required