



SHRINE OF REMEMBRANCE  
MELBOURNE

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## OFFER OF DONATION INFORMATION SHEET

Thank you for considering the donation of your item to the Shrine of Remembrance.

The Shrine relies upon the donation of items from private individuals to build a collection for the interpretation and preservation of Victoria's military history.

To help you decide if donating to the Shrine is right for you and your family we have compiled this information sheet of frequently asked questions.

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### FREQUENTLY ASKED QUESTIONS

#### 1. WHAT IS THE DONATION PROCESS?

The prospective donor must complete an *Offer of Donation Form*. The form is reviewed by the Shrine Acquisitions Committee which meets every two months to consider donations. All offers of donation are assessed on a case by case basis.

There is no guarantee that the Shrine will be able to accept item/s on offer. If accepted, the Shrine will begin the process for transfer of ownership of the item/s to the Shrine. The donation assessment period can be lengthy, please contact the Shrine if you wish to know the status of your donation.

#### 2. WILL MY DONATION BE ON DISPLAY?

The Shrine collects selectively for the purpose of display. However, only a small percentage of the Shrine's collection can be on display at any given time. To preserve the collection for future generation's items must be periodically rested. Occasionally other institutions will request the loan of collection items which may mean your item could be placed on display elsewhere temporarily.

#### 3. CAN I ASK FOR MY ITEM BACK AFTER I HAVE DONATED IT?

No. During the donation process you will be required to transfer legal ownership of the item so that it becomes the property of the Shrine of Remembrance and requests for return of items cannot be considered. The Shrine is happy to arrange for donated item/s to be viewed by donors, their families and researchers, provided that sufficient prior notice is given. For this reason, we advise you to speak with your family and ensure everyone's wishes are respected.

#### 4. WILL I RECEIVE RECOGNITION?

Donors to the Shrine receive the satisfaction of knowing their donated items become a permanent part of the collection of the Shrine of Remembrance and will be cared for according to museum standards for future generations.

#### 5. WILL THE SHRINE PROVIDE A VALUATION ON MY ITEM/S?

The Shrine of Remembrance does not provide valuations and cannot tell you how much your item is worth. Please refer to the Cultural Gift Program website for a list of approved valuers.

#### 6. WHY CAN'T YOU TAKE MY ITEM WITHOUT ALL THIS PAPERWORK?

The Shrine must undertake due diligence assessments of every item it accepts into the collection. This can include verifying its authenticity, ensuring you are the legal owner, and researching the provenance of the item. When the Shrine accepts an item into the collection, it is committed to caring for that item for the full extent of the item's life. This may include conservation and housing the item in appropriate museum storage conditions. This can be very costly, so the Shrine must carefully assess each offer of donation to determine if it will be a significant addition to the collection and, if so, that we can manage its preservation. The information you provide helps the Shrine to make an informed assessment of an items suitability within the collection.

#### 7. HOW DO WE ASSESS A DONATION?

Offers of donation will be assessed against the following criteria:

- The item's historical or cultural significance, particularly in relation to the history of Victorians at war and in peacekeeping.
- The Collection's current holding of this type of item.
- The item's physical condition.
- The item's potential use, especially for display and exhibition.

#### 8. WHAT ARE SOME REASONS THE SHRINE MIGHT DECLINE A DONATION IF OFFERED?

- An item/s may not meet the Shrine's collection policy (inappropriate subject, limited research value etc...). In which case we may be able to provide you with a list of alternative museums that might be interested.
- Duplicate/s already in collection – We might have similar items from the same era already in our collection. In which case we may be able to provide you with a list of alternative museums that might be interested.
- Poor condition – The Shrine is not resourced to accept items in poor condition that may be costly to conserve and house or too fragile for display.
- Large size – We must be wary of accepting items that may tax our limited storage space.
- 'Conditional donations' or 'Permanent loans' – Museums generally reject items donated with conditions such as 'this must always be on display'.
- Radioactive or live ammunition – for safety of staff and visitors the Shrine is unable to consider donations of radioactive material or articles of live ammunition.
- Legal ownership of item/s cannot be proven. The Shrine cannot accept item/s if the donor is not the legal owner or where there is reasonable cause to believe their recovery involved unauthorised fieldwork, intentional destruction or damage of monuments or geological sites. Or if the item/s has been illegally obtained or exported from its country of origin.