

FAQ: Donating Objects To Subiaco Museum

1. HOW DO I DONATE AN OBJECT TO THE MUSEUM?

Please contact the Coordinator Museum Services via telephone on 08 9237 9227 or via email to jessicam@subiaco.wa.gov.au prior to your visit to discuss your proposed donations and their relevance and suitability for the Subiaco Museum. Please include as much information as possible as well as images of the item. Museum staff may need to further assess your object for suitability and will contact you if we need more information, or if the object is unsuitable for the collection.

If the item/s is approved for acquiring, the Coordinator will arrange for you to complete an Item Receipt Form and then a Deed of Gift Donor Form that will transfer the ownership of your item to the Subiaco Museum.

2. CAN I JUST DROP OFF MY DONATION AT THE MUSEUM?

Preferably not. We do not have the room or resources to take care of donated objects that we might not need in our collection. Please hold onto your objects until we have had a chance to assess them.

3. WHAT KIND OF OBJECTS CAN I DONATE TO THE MUSEUM?

The Subiaco Museum aims to

collect and conserve significant artefacts and archival materials portraying the history of the City of Subiaco.

We are looking for items with strong stories and connections to the City of Subiaco and its history as well as items that will contribute to the creation of outstanding displays that will attract visitors to the museum.

Subiaco Museum cannot accept an object if it is not legally owned by the donor, or if it contains hazardous substances (such as medicines and firearms) that could be dangerous to our staff or visitors.

4. WHY WOULD THE MUSEUM NOT ACCEPT AN OBJECT?

We rely greatly on the donation of objects to build our collection, however it is physically impossible for us to accept every object offered for donation. The main reasons we might not accept an object are:

- It does not fit our collection policy and collecting aims.
- We already have examples of the object in our collection.
- We do not have the resources to adequately conserve, store or display the object.

5. DO THE OBJECTS HAVE TO BE IN PERFECT CONDITION?

We prefer an object that is in good condition, but the history and stories about an object are just as important as its condition. Even an object in poor condition may still be of great significance in telling a particular story. However, an object in poor condition with no known history or significance is unlikely to be accepted.

6. WILL OBJECTS I DONATE GO ON DISPLAY IN THE MUSEUM?

Our collection is greater than we can display at any one time and we aim to rotate objects into displays and exhibitions over a period of time. We cannot guarantee that your object will be on display at any particular time or location within the museum. However, the museum endeavours to make all objects available for viewing on request and through our online catalogue in the future.

7. CAN I ASK FOR MY DONATED OBJECT BACK AT A LATER DATE?

No. Signing the Deed of Gift Donor Form represents a binding and unencumbered transfer of ownership to the Subiaco Museum. This standard museum practice intended to avoid future confusion about ownership of the object.

8. CAN I LOAN MY OBJECT TO THE MUSEUM

We sometimes borrow objects for a defined short term for a special display or exhibition, however we do not accept objects on an indefinite long-term loan basis.

