



9: SAFEGUARDING YOUR DONATIONS

© The British Association of Friends of Museums - 'Dedicated to Helping Museum Friends and Volunteers'
Registered Charity No: 270253 - www.bafm.org.uk

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FORMAL RECORD OF ARTEFACTS DONATED

Friends of the Museum

Items donated by the Friends or purchased with funds made available by the Friends of the Museum.

We certify that the following items, having been donated by the Friends or purchased with financial assistance from them, form part of the collection of the museum.

Accession No.	Item/Description	Donation/Purchase
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It is agreed that: items donated by the Friends or purchased with financial assistance from them may not be disposed of except in exceptional circumstances and then only in accordance with the conditions set out in the Museums Association's Code of Practice for Museum Governing Bodies. In the event of loss or theft all or an appropriate proportion of insurance monies shall revert to the Friends.

Signed Chairman of the Governing Body
Print Name

Signed Chairman of the Friends
Print Name

Date

It is recommended that copies of this document be retained by all concerned.