



ANTMUS 034

Director/Curator
Dr Janette McWilliam

CRICOS PROVIDER NUMBER 00025B

Prospective Donation/Loan

22 May 2017

Dear Sir/Madam,

Thank you for your offer of a donation or loan to the R.D. Milns Antiquities Museum at the University of Queensland!

The Antiquities Museum is greatly indebted to the ongoing generosity of the public through donations, loans and bequests. This document is intended to guide you through the donation/loan process and assist museum staff in deciding the status of your offer. The museum's mission statement notes that its primary goal is to promote and support the study of the classical civilisations of Western Asia, Egypt, Greece and Rome through their material remains. As such, the museum is unable to care for objects not relating to these key collecting areas. Additionally, the museum must be able to acquire legal title to the object and this usually means that it must have a documented collecting history prior to 1970. Likewise, the museum must uphold certain ethical standards about the acquisition and display of human remains.

Please be as thorough as possible in the details you provide – every bit of information helps, no matter how small or seemingly insignificant! In the event of your donation being accepted, the information you provide will also help us in researching and documenting the object donated.

The RD Milns Antiquities Museum respects your privacy and has adopted the University's policies on how your personal details are safeguarded. Please visit www.uq.edu.au/privacy for further information.

Unfortunately, sometimes the museum will be unable to accept donations if they do not meet our collecting criteria and the museum can often not accept conditional donations. If you are unsure of the status of your intended donation, please contact our staff who will be able to assist you.

Sincerely,

Dr Janette McWilliam
Museum Director

1. The donor of the object

Please give your name, address, occupation and age.

Name: _____

Address: _____

Occupation: _____

Age: _____

May we contact you by telephone or e-mail?

Telephone: _____

E-mail: _____

How did you acquire the object?

What is your relationship, if any, to previous owners?

2. Name of the object

What do you call the object?

Do you know any other names for it?

3. Materials of the object

What is the object made from?

4. Manufacture

When was it made? How do you know?

Where was it made? How do you know?

Who made it? How do you know?

5. History of the object

Where was the object originally found? When was this?

Who originally owned the object? When was this?

How did they come to own the object?

Did they resell it? How much for? When was this?

Please can you list the successive owners, how much each obtained it and when?

6. Usage of the object

Do you know what the object was originally used for?

Where was it generally kept?

When was it last used?

7. Description of the object

Has the object been altered at any time? Is it broken?

Are there any parts missing?

What did it originally look like?

Does the object bear any words, images or symbols? Can you explain them?

8. Documentation

Have you any photos or drawings showing this or a similar object, or of the owners?

Have you any documents or papers – letter, deeds, notebooks, accounts etc. – relating to the object or owners?

- If possible, please attach copies of any documents to this form.

9. Contacting the Museum

If you have any questions about this form, please feel free to contact the museum staff:

E antiquitiesmuseum@uq.edu.au

P (07) 3365 3010

Please return this form and any attachments by post or email to:

SENIOR MUSEUM OFFICER

The R.D. Milns Antiquities Museum

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AUSTRALIA