

# Potential Donations to Bradford District Museums & Galleries



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## **Thank you for considering donating an item to Bradford District Museums & Galleries.**

Bradford District Museums & Galleries is required to comply with the Council approved Acquisition and Disposal Policy, which guides staff on what can, and cannot, be accepted into the collections. As a first step a member of the museum team is required to consider whether an item can be accepted into the collections. If their recommendation is that it should, then that will be passed on to the Collections Development Panel for their consideration and final approval before any item is accepted into the collections.

The time and trouble taken in offering something to the collections is very much appreciated but we do hope that you will understand the reasons why you are being asked to take account of the following:

- Items collected by Bradford District Museums & Galleries should normally have a strong connection with the Bradford area or with existing collections. Bradford District Museums & Galleries Service exists to collect, record, conserve, exhibit and interpret the human and natural heritage of the District of Bradford. To meet this aim Bradford District Museums & Galleries only acquires material that relates to and tells the story of the Bradford District and its social, natural, archaeological, industrial and art history and development.
- When you contact the relevant member of the collections team, please have ready as much information about the object as you can, as this will greatly help them in the decision process. If it is your intention to contact a member of the collections team by letter or e-mail then it would be extremely helpful to include an image of the object(s) and a list of items you wish to donate, along with a brief history.
- Once you have been contacted by a member of the collections team, they will then guide you through the donations procedure which, on completion, will require you to sign a form officially donating the object(s) to the collections.
- If you have brought an item in without prior contact with a member of the collections team, please do not leave it with the Front of House Staff. They will provide you with the details of the person you should contact or, if you prefer, pass your details to the relevant member of the collections team who will then contact you at a convenient time. The Front of House Staff will not be able to advise on whether the service would be interested in acquiring the item.
- Please do not leave any item with the Front of House Staff before they have been advised by a member of the collections team that an item is expected and has been issued with the necessary forms.
- We aim to respond to all enquiries within 14 working days, however this may be longer during busy periods.

Please remember that accepting an object into the collections places a responsibility on us to allocate the necessary resources for its long-term care, and is not undertaken lightly.

Museums rely heavily on the generosity of the public to donate items to the collections, but accepting them also places a responsibility on the museum service. Once it has been agreed to accept an object it is then committed to providing storage space and staff time for its long-term care. Not only are such resources limited but museum staff are also required to work within a framework of national and internationally agreed professional standards.

Once again many thanks for taking the time and trouble to contact us and, should your offer be accepted, for recognising the need to protect and preserve our common heritage for the benefit and education of future generations.

**Please contact the Collections Team with your donation offer on the following email -  
collections@bradford.gov.uk  
registry@bradford.gov.uk**