

## OFFER OF DONATION INFORMATION SHEET

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

### 1. WHAT IS THE DONATION PROCESS?

The prospective donor should submit an offer via email to [exhibitions@shrine.org.au](mailto:exhibitions@shrine.org.au) or complete an *Offer of Donation Form*. The form is reviewed by members of the Public Programs team. You may be asked for more information during the assessment phase. All offers of donation are assessed on a case-by-case basis.

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

### 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 items to be viewed by donors, their families, and researchers, provided that sufficient prior notice is given. For this reason, we advise you 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. We can refer you to Cultural Gift Program website which lists 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. That includes repairing the item and housing the item in suitable museum storage conditions. This can be very costly, so the Shrine must carefully review each prospective donation to consider if it will be a significant addition to the collection and we can manage its preservation before it can make this commitment. The information you provide helps the Shrine to make an informed assessment of its viability within the collection.

## 7. HOW DO WE ASSESS A DONATION?

Any offer of donation will be assessed against a range of criteria including the following:

- The item's cultural significance 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 future use, especially for exhibition.

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

- Items may not meet the Shrine's collection policy (wrong subject, limited display value etc)
- Duplicate/s already in collection. We might have similar items of the same era already in our collection.
- 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.
- Oversized. We must be wary of accepting items that may tax our limited storage space.
- 'Conditional donations' or 'Permanent loans'. Most museums and collecting institutions will 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 may be unable to consider donations of radioactive material or articles of live ammunition.
- Legal ownership of items cannot be proven. The Shrine cannot accept items 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 items have been illegally obtained or exported from its country of origin.

We encourage all prospective donors to submit an offer of donation and let our team of experts assess if the Shrine of Remembrance is the best place for your family's precious items.

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