

Document Number



EVANS HEAD MEMORIAL AERODROME HERITAGE AVIATION ASSOCIATION INC
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DONATION FORM

DATE

EHMAHAA Inc Use Only

Received for the purpose of:

ITEM Number

Item:.....

Assessment for Donation **Loan** **For Copying**

The Evans Head Memorial Aerodrome Heritage Aviation Association Incorporated, (EHMAHAA INC) operating as the Evans Head Memorial Aerodrome Heritage Aviation Museum acknowledges receipt of the items listed and described on this form from:

Name:.....

Address/contact:.....

Phone Numbers H)..... M).....

Email:.....

DEED of GIFT with TRANSFER of OWNERSHIP

I declare that I am the owner/ or acting on behalf of the rightful owner.

I/We the undersigned hereby donate, without retaining any right of revocation, the item or items described on this form to the Evans Head Memorial Aerodrome Heritage Aviation Association Inc, and in doing so, confirm that I/We are the unencumbered owner(s) of the item(s).

I/We recognise that this donation will cause a transfer of ownership of the item(s). This form is signed as a deed of gift.

I/We acknowledge that EHMAHAA Inc, on receipt of the specified item(s) has absolute right to display or otherwise deal with the item(s) at its discretion. I/We have read and understood the Collection and Accessioning policy.

Permission for use: The specified item(s) may be copied for private use by members of the public, displayed. Published or used for research by the Association without further permission being sought. Acknowledgement will be given to the donor or owner in external exhibitions and publications.

Signed:..... Date:

EHMAHAA Inc: Witness/ Receiving officer:

Print Name:

COLLECTION and ACCESSIONING POLICY

The Association, (the “Museum”) will develop a multi-faceted collection of aircraft and aviation memorabilia, which reflects progress and changes across aviation history, both civil and military.

The Museum Collection will have a strong focus on the history of the NSW State Heritage-listed Evans Head Aerodrome, collecting items including photographs and documents (and ideally aircraft), which reflect the Aerodrome’s unique role in Australia’s military history, particularly in World War II.

The Museum’s collection will reflect positively on its association with the Australian Defence Force (ADF) and celebrate the ongoing importance of the site in today’s ADF. The Museum will enhance its location in the historic Bellman Hangar with state-of-the art interactive displays and simulators to reflect the heritage aircraft on display.

The Evans Head Memorial Aerodrome Heritage Aviation Association Inc collects items related in the mission statement of the Assoc. for the purposes of exhibition in the Evans Head Memorial Aerodrome Heritage Aviation Museum. The prime focus being military, local and heritage aviation and activities.

Due to the museum display rotation policy, and the need to preserve certain specimens, not all the collection can or will be displayed at any one time. When an item is not on display to will be secured in the Museum’s safe and controlled specimen storage facilities.

Section 1

Meanings

Acquisition: involves all transactions by which title to incoming items is transferred to the Heritage Aviation Museum or by which items come under the professional administrative and curatorial control of the Heritage Aviation Museum.

Accession refers to the specific process followed in the process for registering new items into the collection inventory following acquisition.

De-accession refers to the specific procedure followed in removing items from the collection in preparation for disposition.

Disposition refers to all transactions by which title to outgoing items is transferred from the Heritage Aviation Museum to another institution or individual as well as disposal by intentional destruction.

Loans: the temporary physical transfer of items from one institution to another where there is no transfer of ownership.

Priority: refer to the priority of acquisitions.

- I. First priority items are well documented and in excellent physical condition and have further research significance and strengthen the collection
- II. Second priority items may not have full documentation, are in good condition and broaden the collection
- III. Third priority items are of general interest and or in poor condition

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Provenance: refer to the person or body who created, owned or used the item and should be established by a document chain of custody

Significance: refer s to the aesthetic, cultural, social, historical, technical, representative or rare qualities of the item. At least one of which qualities it should possess.

Section 2

Transfer of Ownership: the Donor Form Deed of Gift must be duly completed and accompany item(s) offered for donation, having established provenance, thereby giving full and encumbered title of ownership to the Heritage Aviation Museum, without restriction as to use or future disposition.

The Heritage Aviation Museum will only collect items if adequate resources can be provided to preserve, restore, research, document, display or store such item(s)

The EHMAHAA INC committee will accept donated item(s) over the value of five thousand dollars.

The Heritage Aviation Museum will try to avoid duplication of artefacts; however this should not restrict the acceptance of duplicate items that may supersede items already in the collection, or be used for spare parts, research, and educational activities to exchange for other items.

The Heritage Aviation Museum will not accept items that may endanger the health and safety of members and or the public.

Section 3

Loans: items to be loaned to the museum must have the authorisation of the Museum Manager.

Outward loans: items leaving the Heritage Aviation Museum collection must have the authorisation of the Museum Manager and be accompanied by documentation setting out the term of the loan, and the responsibilities of the lender and the borrower. No outward loans will be made if there is an unreasonable risk to the safety of the loaned item(s). The borrower must provide adequate security and physical environment for the loaned item and such requirements must be accepted by the Heritage Aviation Museum before any loan occurs.

Items on loan will be made only for the purposes of exhibition, research or public education. The Heritage Aviation Museum reserves the right to refuse a loan of any item without giving a reason.

Section 4

Management of the Collection: The prime responsibility of the Heritage Aviation Museum is to provide suitable storage and care for its collection at all times, as such where possible it will endeavour to ensure that:

- a) All available details of the history of the item(s) acquired are recorded;
- b) the collection is catalogued to allow easy access of each item and also to the recorded information;
- c) all items are stored or displayed in accordance with professional museum standards;
- d) the history of major items is researched and documented

Research: The Heritage Aviation Museum will encourage the use of the collection for research provided that the preservation of items is not compromised and that the research is consistent with the overall goals and ethics of the Mission Statement.

The Heritage Aviation Museum will co-operate with other museums, libraries and historical societies and similar agencies for the preservation and restoration of Australia' aviation heritage.

Section 5

De-accession

The following steps are to occur;

1. Volunteers / Museum Manager recommends an item to be de accessioned
2. The Museum Manager provides a Significant Assessment noting the reasons why such a recommendation is put forward such as condition of exhibit, cultural value, rarity, whether surplus or duplicate as other items are collected and provides his/her recommendation as to what should be done with the item.
3. The Committee reviews this recommendation and votes on the recommendation
4. The items record is then updated accordingly to reflect the approved recommendation