

## **SCARBOROUGH MARITIME HERITAGE CENTRE COLLECTIONS POLICY**

The SMHC operates for educational purposes to the public benefit. The SMHC is a registered charity and a company limited by guarantee. Should the organisation ever reach the situation where it would have to close, eg financial difficulty or lack of volunteers, then all the donated artefacts would be given to the Scarborough Museums Trust to take care of.

Whenever an artefact is donated to us we ask the donor to complete a donation form detailing the origin and ownership of the item and if it is a loan or gift. Our mission is to save as much history of our town and we endeavour to preserve, protect and store all donated items to the best of our ability. However, we cannot not accept liability for loss of, damage to, or deterioration of, the donated item(s).

The SMHC will endeavour to digitise and record as much information as possible about any donated items and to keep a backup copy off the premises in case of a catastrophic event such as fire or flooding. We will keep delicate items in acid free storage boxes in a low humidity and temperature storage area. The SMHC premises are covered by 24 hour CCTV, intruder alarm and a mortise locked door. Donated items on display are generally kept in glass cabinets.

The aim of our collections policy is to gather items related to Scarborough's history so not all offers of loans or donations can be taken up. Once acquired, the SMHC reserve the right to dispose of or sell on donations where duplicated or irrelevant to the collection. This especially applies to books where we receive many copies of books irrelevant to Scarborough's history.

Upon donation, if the copyright of any image or document is signed over to the SMHC then we reserve the right to reproduce it for educational purposes or fundraising for the SMHC. Our aim is to educate the public so we may also share images and documents with third parties if it is for non-commercial ends.

If special conditions, additional to the above, are agreed between the SMHC & the owner / depositor, these will be recorded on the donation sheet, to which the owner / depositor and an authorised SMHC representative must both be signatories.

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