

Donating items to the AlburyCity Collection

Generous offers from donors ensure the continuing development of the AlburyCity Collection. AlburyCity is always interested in discussing any potential donations.

Albury LibraryMuseum coordinates all offers of donation to the AlburyCity Collection. All offers are considered in the context of the AlburyCity Cultural Services Cultural Assets Development and Management Policy, existing collection holdings, conservation requirements and storage constraints.

AlburyCity will only accept objects that you legally own. We cannot accept objects that belong to someone else, have been stolen, or have been illegally exported from their country of origin or illegally removed from archaeological, historic or significant sites.

Before submitting your donation offer, please read the following guidelines for donating to the AlburyCity Collection.

How to donate

Contact a staff member at the LibraryMuseum and complete an Object Information Sheet, providing your contact details along with information about the object you would like to donate, including:

- Physical description of the object (type, age, size, condition)
- Historical information about the object (provenance – date, associated people, places and events)
- A photograph of the object
- Supporting evidence, if available (e.g. associated documentation, personal knowledge, oral history)

Completed Object Information Sheets can be forwarded to:

Bridget Guthrie
Museum and Social History Coordinator
AlburyCity
PO Box 323
Albury NSW 2640
bguthrie@alburycity.nsw.gov.au

Please do not post original objects, documents or photographs, or leave them at the LibraryMuseum without prior agreement. AlburyCity holds no responsibility for items sent to us in the post.

AlburyCity has very limited space to store objects and would prefer not to hold any object until a decision is made to accept a donation. If you leave the object with us and we decide it is not suitable for the AlburyCity Collection, you will have 30 days to arrange to collect the object, otherwise we will have to dispose of it. It is preferable not to leave any objects at the LibraryMuseum, but rather to wait until we contact you.

If we are interested in the object, we will arrange for its collection or ask you to drop it in on your next visit. We will also ask you to complete a standard AlburyCity Cultural Services Inward Loan form.

How we assess donations

Once we receive your offer, it will be considered by the Museum Acquisition Committee which meets every two months. If the committee agrees to proceed, a museum officer will be assigned to complete the donation process. As part of this process, they may contact you for further information.

The entire process can take several months, but the LibraryMuseum will keep you informed of the progress of your offer at every stage. There is no guarantee that AlburyCity will be able to accept objects that are offered for donation.

What happens to my donation once accepted?

Donated objects assessed as significant will be registered as part of the AlburyCity Collection. Under the terms of a Gift Certificate, these donations become the property of AlburyCity.

In return, AlburyCity ensures the long-term preservation of your donation by:

- Creating a record of the objects, including photographs, on the Museum database
- Providing conservation treatment where required
- Packing and storing the materials according to Museum standards
- Maintaining your donation in the Collection Store
- Limiting access to items to maintain long-term preservation

Donated objects that are part of the AlburyCity Collection may be:

- Publicly shown in exhibitions and displays occasionally
- Examined by researchers to contribute to our understanding of Albury and region history, society, culture and environment
- Borrowed under standard AlburyCity loan procedures
- Viewed in the Collection Store by prior arrangement

If we already have an object in our collection similar to your donation, we may accept your donation to become part of the AlburyCity – Learning and Outreach programs. These objects are loaned to schools and institutions or used in workshops and with school groups.

Valuations

AlburyCity cannot provide valuations of your objects. Depending on the type of object you are seeking to have valued, you could check online auction sites or contact an antique dealer, auction house or an independent valuer. A list of valuers is available via the website for the federal government's [Cultural Gifts Program](#). The Cultural Gifts Program provides tax incentives for donations of culturally significant items from private collectors to public institutions.

Will objects I donate go on display?

There is no guarantee that your object will ever be on public display. However, a major role of AlburyCity is to make the collection available to the public for research and education purposes. All objects that are accepted as donations are important to the Museum, whether they are on display or not.

Can I ask for my object back at a later stage after I've donated it?

No. Once you have donated an object it becomes the property of AlburyCity. However, anyone can access information about objects in the collection through the LibraryMuseum.

Further questions

If you have any questions, please contact the LibraryMuseum.

Visit us

Albury LibraryMuseum
Cnr Kiewa & Swift Streets
Albury NSW 2640

Write to us

Albury LibraryMuseum
PO Box 323
Albury NSW 2640

Phone us

02 6023 8333

E-mail us

librarymuseum@alburycity.nsw.gov.au