



## Woodend R.S.L. Sub-Branch (inc)

32 Anslow Street  
Woodend VIC 3442

P.O. Box 632  
Woodend VIC 3442

Phone: 5427 3122

Email:

[admin@woodendrsl.org](mailto:admin@woodendrsl.org)

Website: [woodendrsl.org](http://woodendrsl.org)



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### Are you interested in donating to the Woodend RSL Sub-Branch Museum?

Australians understand the need to preserve objects that would help all generations remember, interpret, and understand the Australian experience of war.

The Woodend RSL Sub-Branch Museum collection holds a number of items that tell an important part of the story of what it means to be a serving member of the military, or family of a serving member, who has a connection with Woodend or the broader Macedon Ranges region.

Of course, the Woodend RSL Sub-Branch is not able to accept all items into its museum collection. In line with its Collection Plan, the Woodend RSL Sub-Branch Museum must consider issues such as relevance to collection, existing collection holdings, available storage space, and available volunteer resources. This means that, after careful assessment, we may decline offers of donation.

### What do we collect?

The Woodend RSL Sub-Branch **collection priority** is in items that have stories associated with them linking them to **people or events associated with Woodend or the Macedon Ranges**, including equipment, objects, works of art, photographs, letters, diaries, and souvenirs.

The Woodend RSL Sub-Branch museum collection will consider items of war-time or peace-keeping memorabilia which date from the Boer War era to modern day conflicts associated with the Australian experience. Examples of items that will be collected include (but are not limited to) uniforms, paintings, photographs, books, textiles, and medals.

### What we do not collect

- Material that cannot be associated with the Australian experience or the Macedon Ranges
- Firearms of any sort
- Copies of items already in the Woodend RSL Sub-Branch Museum collection
- Copies of material held in other public institutions, including service records
- Photocopies or digital copies of original material (unless the original is no longer in existence)
- Secondary source research material
- Family histories without substantial military content
- Commercially released audio-visual material

### What we will need to assess case by case for the collection

- Discharge certificates, pay books, demobilisation books, attestation papers or commissioning certificates if offered in isolation without other items associated with the Macedon Ranges
- Medal ribbon bars, if offered without other items associated with the Macedon Ranges
- Reproductions of artworks
- Laminated material
- Newspaper clippings

## **What to consider before making an offer**

- We strongly recommend you talk with your family before you offer material to the Woodend RSL Sub-Branch Museum. Their wishes may need to be considered before you proceed.
- We cannot accept material where current ownership is unknown or might be disputed.
- Unfortunately, we are unable to accept everything that is offered to us. We have collecting priorities focused on people with local connections.
- We have limited capacity to store and catalogue items. If we already hold good examples of an object, we are unlikely to accept more.

## **How to make an offer**

- An item can be offered to the Woodend RSL Sub-Branch Museum by filling a Loan/Donation Checklist (Form 1). Please describe one item per page, copying the page as many times as you need for each item. We ask that you do not send items to the Woodend RSL Sub-Branch until the museum sub-committee has assessed and responded to your offer.
- Items may be donated or loaned. If the museum is able to accept the offer in your Loan/Donation Checklist, a Donation Agreement (Form 2) or Loan Agreement (Form 3) will be created for you.
  - A Donation Agreement is a legal document that transfers ownership of the item to the Woodend RSL Sub-Branch. Once a donation is finalised, it will not be returned.
  - A Loan Agreement retains the ownership of the item by the donor and the item can be returned at the completion of the agreed loan period, at the donor's request, or when the item is no longer required by the Woodend RSL Sub-Branch Museum collection.
- The transaction is finalised by the Woodend RSL Sub-Branch Museum signing and providing a copy of a Receipt Form (Form 4).

## **Other questions to consider**

### **What happens to items that are not accepted?**

- Any items not accepted will be returned to the donor. If that isn't possible they may be disposed of or recycled by a method decided by the museum.

### **How can I get my memorabilia to the Woodend RSL Sub-Branch?**

- A Loan/Donation Checklist form will need to be submitted and assessed before a donation or loan appointment can be made. A member of the museum sub-committee will arrange an appointment once the assessment is complete.
- Please send items to the Woodend RSL Sub-Branch Museum only once instructed by a member of the museum sub-committee.
- The Woodend RSL Sub-Branch reserves the right to return any unsolicited donations without first receiving a Loan/Donation Checklist form.

### **How do you decide what to collect?**

- The Woodend RSL Sub-Branch Museum has a Collection Plan that indicates its collecting aims and priorities. A copy can be provided on request.

### **What is copyright, and how does it affect my donation?**

- Donors are encouraged to transfer copyright to the Woodend RSL Sub-Branch when donating items where copyright exists. This should be considered part of the donation process.



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## Woodend RSL Sub-Branch Museum - Form 1 - Loan/Donation Checklist

Please provide a **short description** of the item(s). If you have multiple different items, please copy **one page per item**.

**Full description of item.** Record information about the item/s, such as artist or maker, type of object and material, measurements, colour and dates. Note any obvious damage or if item is incomplete. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Number of objects** that make up this item: \_\_\_\_\_

Do you know **who the item relates to**? What is their connection with Woodend or Macedon Ranges? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are there **any stories** related to it? Include any history or provenance and associated people. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Why do you think the Woodend RSL Sub-Branch Museum is the most appropriate place for your item?

\_\_\_\_\_  
\_\_\_\_\_

Where did you get the item? \_\_\_\_\_

\_\_\_\_\_

Can you **confirm you are the legal owner\***, and would be happy to either loan or transfer legal ownership to the Woodend RSL Sub-Branch? (\*Legal ownership means having ownership of the physical item. Copyright is different.)

Can you provide a digital image of the items? \_\_\_\_\_

Do you want to **loan or permanently donate** the items to Woodend RSL Sub-Branch Museum? Please read the relevant conditions in the Forms below. \_\_\_\_\_

### Woodend RSL Sub-Branch Museum Assessment:

\_\_\_\_\_  
\_\_\_\_\_



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### Woodend RSL Sub-Branch Museum - Form 2 – Donation/Gift Agreement

#### Care

1. The Museum will provide care and protection of the item/s. It will provide a suitable repository for the object(s), maintain and preserve the object(s) in accordance with standard museum and archival practices and within the resources of the museum.
2. The Museum does not accept liability for loss of, damage to, or deterioration in the item/s.

#### Donation/gift

3. The Museum will assess each item under the terms of its own Collection/Acquisition Policy, which limits the items that it may acquire. The owner, or the owner's representative, understands that the Museum may not wish to accept the offer of any or all the item/s listed. Returned items will be clearly indicated on the form.
4. The Museum will act in accordance with the Woodend RSL Sub-Branch Code of Conduct and the Collection Policy.
5. The donation/gift agreement is a transfer of ownership. The owner is gifting the item to the Museum absolutely, to be used or disposed of as the Museum's governing body sees fit without restriction, including display, preservation, retention, or disposal of the property involved, either now or in the future and in accordance with the Woodend RSL Code of Conduct, the RSL Victoria Branch By-law 15, the Firearms Act 1966, the Historic Shipwrecks Act 1976, the Victorian Heritage Act 1995, the Aboriginal Heritage Act 2006, the control of Weapons Act 1990 and the Dangerous Goods Act 1985.
6. The Museum cannot accept a gift with other conditions attached, except in exceptional situations.
7. Should the Museum decline the offer of donation/gift, the owner, or the owner's representative, will be notified in writing and a time will be suggested for return of the item/s. If this option has been selected, owners are requested to collect items not more than two months after notification. Items not collected after that time, when all reasonable attempts to contact owner have been made, will be disposed of by the Museum.
8. The donor assigns any copyright interest to the Museum and waives the owner's moral rights (if any) under the Copyright Act 1968 (Cth) in favour of the Museum unless otherwise noted as a special condition.
9. The Museum will make the object(s) available to researchers without restriction and subject to the Museum's standard practices and in compliance with the copyright laws of Australia. This includes copies of materials for the purposes of research, exhibition, publication, and interpretation.
10. Any restrictions on public access to donated object(s) must be approved by the Museum and noted on this form.
11. The Museum may return or dispose, according to the donor's stipulations, object(s) which are determined by the Museum sub-committee to have no permanent value or historical interest, or which the Museum cannot properly house or preserve.
12. The Museum cannot give valuations.

#### Donor's Statement (Donor to complete):

I/we certify that I am/we are the legal owner or the owner's representative and have read and understood the terms and conditions listed above. The items listed are offered to the Woodend RSL Sub-Branch Museum as a gift, and the item/s are not under dispute or being contested by a third party. I/we retain no rights, including copyright, associated with the item. This form represents transfer of ownership to the Woodend RSL Sub-Branch Museum.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Woodend RSL Sub-Branch Museum - Form 3 - Loan Agreement

#### Care

1. The Museum will provide care and protection of the item/s. It will provide a suitable repository for the object(s), maintain and preserve the object(s) in accordance with standard museum and archival practices and within the resources of the museum.
2. The Museum does not accept liability for loss of, damage to, or deterioration in the item/s.

#### Loan

3. Loans shall remain in the possession of Woodend RSL Sub-Branch Museum for the time specified on the form, but may be withdraw from exhibition by the Museum or by request from the lender.
4. Woodend RSL Sub-Branch Museum will insure this loan under the Woodend RSL Sub-Branch Building and Contents Insurance, against all customary risks of physical loss or damage from external cause while in custody of Woodend RSL Sub-Branch Museum during the period of the loan. High value items should be insured separately by the lender.
5. If the lender maintains their own insurance Woodend RSL Sub-Branch Museum must be supplied with a certificate naming Woodend RSL Sub-Branch Museum as additional insured or waiving subrogation against Woodend RSL Sub-Branch Museum.
6. Otherwise this loan agreement shall constitute a release of Woodend RSL Sub-Branch Museum from any liability in connection with the loaned property. Woodend RSL Sub-Branch Museum does not accept responsibility for any error or deficiency in information furnished to the lender's insurers or for lapses in coverage.

#### Lender's Statement (Lender to complete):

(Two copies of this form are to be made. One retained by lender and one by the museum).

Loan purpose: \_\_\_\_\_

Loan period: From: \_\_\_\_\_ To: \_\_\_\_\_ (may be an indefinite period)

Can the Museum reproduce this object in publications and for publicity purposes? Yes  No

Do you elect to maintain your own insurance? (Value to be negotiated in the event of loss or damage) Yes  No

Can the Museum have permission to clean your loan item or do any restoration work? Yes  No

Signature of lender: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt by Woodend RSL Sub-Branch Museum: refer to Receipt Form

#### Lender's Receipt on Completion of Loan:

Received from Woodend RSL Sub-Branch Museum by: \_\_\_\_\_

Date of return: \_\_\_\_\_

Condition of receipt: \_\_\_\_\_



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### Woodend RSL Sub-Branch Museum - Form 4 - Assessment & Receipt of Item

Once completed, a copy must be provided to the donor/lender as a permanent receipt.

Museum Contact person: \_\_\_\_\_

Museum address: 32 Anslow Street WOODEND, 3442 Email: [admin@woodendrsl.org](mailto:admin@woodendrsl.org) Telephone: (03) 5427 3122

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#### Received by Woodend RSL Sub-Branch museum from:

Mr/Mrs/Ms/Dr/Rank \_\_\_\_\_

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Estate of: \_\_\_\_\_

Name of owner (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone/email: \_\_\_\_\_

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#### If Received by Inter-Museum Loan:

Lender's item no (if applicable): \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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#### Item/s received but not accepted (or no longer required) for the collection: (if applicable)

Item condition: \_\_\_\_\_

Returned to owner or owner's representative

Transferred to another institution.

Disposed of by method decided by the museum

Considered for hands-on educational purposes

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#### Received on behalf of Woodend RSL Sub-Branch Museum:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Terms and conditions

This receipt form records the physical transfer of the item/s from the owner, or the owner's representative, to the Museum. If the receipt is for a donation/gift, this form records legal transfer of title of the item.

#### Woodend RSL Sub-Branch Museum Delivery details:

Loan/Donation number: \_\_\_\_\_ Date: \_\_\_\_\_ Delivered/collected by: \_\_\_\_\_

Number of packages: \_\_\_\_\_ Storage location/s: \_\_\_\_\_