



Donating to the RHSV

To assess donation offers, we first require some detailed information about the item of the item. Using the attached form, please tell us as much as possible about the item you would like to donate:

- What is the history of the item?
- When, where and by whom was it made, owned or used?
- What stories surround the object or the people connected to it?
- What condition is the item in?
- What are its dimensions?
- Any other information about the story surrounding the item or the item itself (e.g. any distinguishing features, serial numbers, trade marks)

Please submit your provenance information to collections@historyvictoria.org.au or post to RHSV, 239 A'Beckett Street, Melbourne, 3000. Items offered for donation cannot be left with the RHSV. We are happy to take digital images of any item brought in, but we are unable to keep hold of items while donation offers are being assessed.

Please do not post precious objects, documents or photographs. The RHSV holds no responsibility for items sent to us in the post.

All donation offers are assessed by the RHSV Collections Committee. It may take several weeks before a decision is made. There is no guarantee that the RHSV will be able to accept items that are offered for donation.

Once the Collections Committee has met, you will be informed of the decision and, if favourable, invited to proceed with the donation. Further information will be provided regarding this stage at that point.

Name: _____ Ph: _____

Address: _____ Email: _____

_____ Date: _____



Provenance Information Form

What is the history of the item? (Please attach extra pages if required)	
When, where and by whom was it made, owned or used?	
What stories surround the object or the people connected to it?	
What condition is the item in?	
What are its dimensions?	
Would you impose any restrictions on the use of this item?	
Any other information about the story surrounding the item or the item itself (e.g. any distinguishing features, serial numbers, trade marks)	