Memorabilia Permissions Form

Name _____

Contact Details: _____ **(telephone)** _____ **(email)**

ON FIRST CONTACT WITH THE OWNER TRY TO ESTABLISH THE TERMS ON WHICH THE PROJECT CAN ACCESS THE MEMORABILIA

1. If the owner wishes to retain the memorabilia, take the mini-scanner and a digital camera with you to record the memorabilia.

IN PRESENCE OF THE OWNER

1. List memorabilia in the second column of the table over the page, on two of these 'permission' forms.
2. Read through A and B below with the owner. Ask for a tick in **one** box under 'A' and **both** boxes under 'B'.
3. Ask for the owner's signature on both permission forms and add your signature. Retain one form for the project and leave the other as a receipt.

AWAY FROM THE OWNER

1. Complete catalogue of memorabilia in the table over the page.
2. Clean/package to protect memorabilia if necessary and practical.
3. Pass collection or digitised material to Dave Calverley or Brian Heywood
4. DC/BH will:
digitise/catalogue digitisation elements according to metadata system
create a hard copy of the image or document
return memorabilia to owner or arrange for archiving.

A. Overleaf, please initial each item of your memorabilia to confirm the terms under which you have allowed access to it.

B. Please confirm that you give permission for your memorabilia, or extracts from it, to be:

made public on the project website, in exhibitions, in resources for schools and transcribed for the project book	
converted into different electronic data formats, such as Microsoft Word, pdf.	

Signature _____ (owner) Signature _____ (recipient)

TO BE COMPLETED ON LOCATION								TO BE COMPLETED AWAY FROM SITE		
Loaned/ Donated By	Memorabilia								Digitisation	
	Title/Description	Don-ated?	Loaned for Project Dura-tion?	Loaned for Tolson Exhib-ition?	Loaned for Digitisation to be returned ASAP?	Retai-ned by Owner ?	Other Information	Received by	Scanner	Camera

TO BE COMPLETED ON LOCATION								TO BE COMPLETED AWAY FROM SITE		
Loaned/ Donated By	Memorabilia								Digitisation	
	Title/Description	Don-ated?	Loaned for Project Dura-tion?	Loaned for Tolson Exhib-ition?	Loaned for Digitisation to be returned ASAP?	Retai-ned by Owner ?	Other Information	Received by	Scanner	Camera

TO BE COMPLETED ON LOCATION								TO BE COMPLETED AWAY FROM SITE		
Loaned/ Donated By	Memorabilia								Digitisation	
	Title/Description	Don-ated?	Loaned for Project Dura-tion?	Loaned for Tolson Exhib-ition?	Loaned for Digitisation to be returned ASAP?	Retai-ned by Owner ?	Other Information	Received by	Scanner	Camera