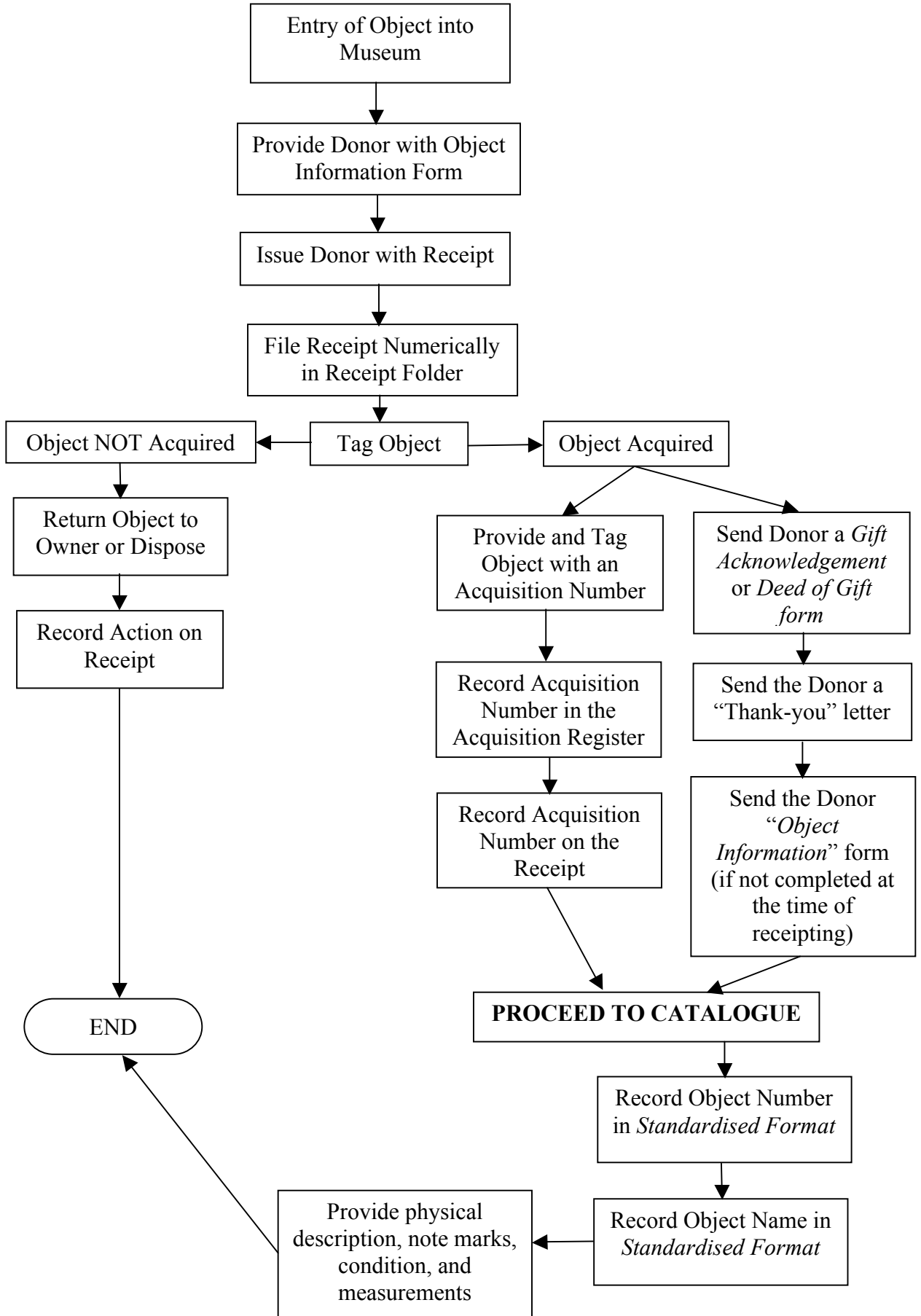


# SYDNEY TRAMWAY MUSEUM



## SYDNEY TRAMWAY MUSEUM

### 6. Actions

The following is the procedure for receipting of a donation of materials to STM:

- a) Traffic staff must direct the donor to the OIC on the day;
- b) The OIC is to :
  - i. Receive the material;
  - ii. complete the “GIFT ACKNOWLEDGEMENT” form (STM6177) with the donor;
  - iii. place the material in a secure area;
  - iv. give the donor a copy of the “GIFT ACKNOWLEDGEMENT” form (STM6177); and
  - v. place the original “GIFT ACKNOWLEDGEMENT” form (STM6177) in the Secretaries pigeon hole in the office.
- c) The Secretary is to send a “Thank you” letter to the donor;
- d) The Secretary is to record the details in the next Board Meeting minutes;
- e) **The Secretary is to file the forms in a folder marked “GIFT ACKNOWLEDGEMENT FORMS” which is held in the office.**
- f) The Archivist will then be informed about the donations and he will:
  - i. Allocate a “Object” number to the item;
  - ii. Record the details of the donations in our Catalogue;
  - iii. Record the location of the item; and
  - iv. Record the “Object” number on the “GIFT ACKNOWLEDGEMENT” form (STM6177).

# SYDNEY TRAMWAY MUSEUM

## **1. Purpose**

The purpose of this document is to document the procedure for receiving donations of material or other items from anyone, to the Sydney Tramway Museum.

## **2. Scope**

This procedure applies to any items donated to the Sydney Tramway Museum.

## **3. Responsibilities**

Any member of the STM must follow this procedure when any item or artefact is donated to the STM.

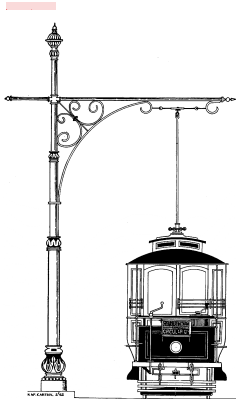
## **4. References**

STM6177 – Gift Acknowledgement Form

## **5. Definitions**

STM - Sydney Tramway Museum, a trading name of South Pacific Electric Railway Co-Operative Society Limited.





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# SYDNEY TRAMWAY MUSEUM

## COLLECTION ACQUISITION OF ARTEFACTS PROCEDURE

~~JULY 2010~~ MAY 2011