

DEDDINGTON PARISH ARCHIVE (DPA) - OBJECT RECEIPT FORM

Library receipt No: Year..... Sequential receipt No.....

(Original to be retained by DPA. Photocopy/scan & email for Donor/Lender)

RECEIVED FROM: Name: Adress: Tel No: Email:	RECEIVED BY: Name: Total No of Objects: Date:
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LIST OF OBJECT(S) - please put a X in the boxes below as appropriate:

Objects other than paper based material cannot be accepted as we do not have storage space for museum type objects but please advise us on reverse of form what you have and we will make contact to take photographs.

I have listed the title(s)/description(s) of individual objects on the reverse of this form in sufficient detail to readily identify them.

I do not wish to list individual objects and leave it to the discretion of the DPA as to which are worth keeping and recording for archival purposes.

I would like the DPA to return any objects to me that they deem do not need to be archived for whatever reason.

I authorise the DPA to dispose of any objects they deem do not need to be archived for whatever reason.

I DO*/DO NOT (please delete as appropriate) wish my name to be acknowledged as the donor of these objects

***DATA PROTECTION: No personal information other than your name will be publicised and no information of any sort will be shared with third parties.**

REASON FOR ENTRY INTO ARCHIVE

OUTRIGHT GIFT - The Parish Archive Group reserves the right to donate objects onwards to the Oxfordshire County Record Office (ORO)

LOAN FOR A PERIOD - Specify period and the purpose of the loan (if appropriate) below:

I confirm that the information given on this form is correct to the best of my knowledge and belief and that the objects are either owned by me or are gifted/lent on behalf of.....

.....(insert name and address)

SIGNED..... DATE.....

RETURN OF OBJECT TO DONOR.

I, the Depositor, acknowledge return of the object(s) listed on the reverse of this form in a satisfactory condition.

Signed (Depositor) **Signed** (Library)

Date:

FOR PARISH ARCHIVE GROUP USE

CATALOGUE REF. NO:

COMMENTS:

List of objects being donated.

(Returned items to be ruled through and initialled by original donor)

List any Museum type objects to be photographed