

**INSTITUTE OF ARCHAEOLOGY
OBJECT ENTRY FORM**



LABORATORY NAME: Conservation Lab

ENTRY NO.: LAB NO.

Received from:
Dean Sully

Owner (if different):
Address:

UCL Institute of Archaeology
3134 Gordon Square
London
WC1N 0PY

Phone:
Email:

DESCRIPTION OF OBJECT/COLLECTION (note obvious damage & any related information, e.g. When, where or how was it found or used; names, dates & details of the people who made or previously owned it etc. **Continue on a new sheet if necessary**)

Survival Lottery Ticket, with mount and case. Object loan number 0001. Conservation lab number 9920.

Total no. of items: 1

REASON FOR ENTRY (Tick as applicable, and sign)

- Donation - I offer to donate the object(s) listed above to the Institute of Archaeology Collections
- Sale - I offer to sell the object(s) listed above to the Institute of Archaeology (Price sought £)
- Loan - I offer to loan the object(s) listed above to the Institute of Archaeology for a period of
- Identification - I leave the object(s) listed above for identification & will collect these no later than 4 weeks from today
- Research or teaching - material for temporary storage at the Institute of Archaeology (see over)
- Conservation - I leave the object(s) listed above for conservation treatment (see over)

I confirm that the information given on this form is correct to the best of my knowledge and belief, & that I accept the terms and conditions described overleaf

Signed: Gregory Winona

Date: 8 July 0002034

ADDITIONAL AGREEMENT (DONATIONS/SALES ONLY) (Tick as applicable, and sign)

- I, the **owner**, confirm that I have undisputed title to the object(s) listed above, with full power to dispose of the items and transfer such title to the Institute's governing body. **OR**
- I, the **depositor** acting on behalf of the owner(s), confirm that the owner(s) have undisputed title to the object(s) listed above, with full power to dispose of the items and transfer such title to the Institute's governing body, & that I am authorised by the owner(s) to act on their behalf to that effect.

The title in the objects listed above, & subject to the conditions overleaf, is hereby transferred to the governing body of the museum.

Signed: Gregory Winona

Date: 8 July 0002034

INSTITUTE OF ARCHAEOLOGY SIGNATORY

Receipt of the object(s) described above is hereby acknowledged.

Signed: Gregory Winona

Date: 8 July 0002034

On behalf of the Institute of Archaeology's governing body

RETURN OF OBJECT(S) TO OWNER (Tick as applicable, and sign)

I the depositor/owner, acknowledge the return of the object(s) described above in a satisfactory condition following:

- Identification
- The end of the period of loan/storage
- The Institute of Archaeology's governing body declining to accept the donation, loan or purchase of the object(s).
- Conservation treatment

Signed:

Countersigned (for IoA):

Date:

CONDITIONS OF DEPOSIT

General

The Institute of Archaeology will take the same care and precautions for the protection of the item(s) described overleaf, whilst they are in its custody, as it does for those in its permanent collections. Except in the case of negligence on the part of itself, its officers or employees, the Institute of Archaeology's governing body does not accept liability for loss of, or damage to, or deterioration in, the item(s) described overleaf. **No valuation indicated verbally or written on this form at the time of deposit will be admitted by the IoA.**

When item(s) are left at the IoA for whatever reason, a copy of this form will be given to the depositor as a receipt. This must be presented when the item(s) are returned to the owner or their representative. Both it and the original form will then be signed by the person receiving the items to acknowledge their receipt in a satisfactory condition. The owner (or the owner's representative) and the IoA will retain their respective forms.

Enquiries & Identifications

Neither the Institute of Archaeology's governing body, nor its officers or employees, can accept any responsibility whatsoever for an opinion that may be expressed on items submitted for examination. Opinions may be given only to the owner of an item or to the representative of the owner.

Institute of Archaeology staff are not authorised to give valuations, to assist in the disposal of private property, or to express opinions regarding the merits of business firms.

It is the depositor's responsibility to collect item(s) described overleaf and left for identification within 4 weeks of the date of the form. In the event of the item(s) not being collected within that period, the IoA's governing body reserves the right to dispose of the item(s) as it thinks fit after a period of 3 months from the date of the form.

Acquisitions

The Institute of Archaeology has a collecting policy which limits those items which it may acquire. Not all offers of loans, donations or sales can be taken up. If the Institute of Archaeology's governing body does not accept such an offer, the owner will be advised in writing. In the event of items not being collected within 4 months of the date of this form, the Institute of Archaeology's governing body reserves the right to dispose of the item(s) as it thinks fit.

In the case of acquisition by the Institute of Archaeology's governing body of the item(s) described overleaf by gift or sale, the owner (or a person authorised to act on behalf of the owner) transfers to the IoA's governing body absolute ownership of those items, together with any rights of copyright or reproduction held by the owner in respect of those items, without condition other than that the governing body will hold the items on trust for use by the Institute of Archaeology for educational purposes to the public benefit, and in accordance with those provisions of the Museum & Galleries Commission's Museum Registration scheme in force at the time of the gift.

This form acts as a first receipt for material offered for loan; if accepted, loan items will be subject to a separate **loan agreement**, to which additional conditions (including a specific return date, and agreed valuation) will apply. Loans are never accepted for an indefinite period, but may be renewed.

Special Conditions

If special conditions, additional to the above, are agreed between the Institute of Archaeology Collections & the owner/depositor, these should be recorded on a separate sheet, to which the owner/depositor and an authorised museum representative must both be signatories.

RESEARCHER NAME/S

- Undergraduate
- MA, MPhil or Doctoral student
- Postdoctoral researcher
- Staff member
- Honorary staff

Expected research or conservation completion date:

Lab Number:

Exit Form Number:

Research or Teaching Notes

Storage Location IoA Conservation Lab