

Fort Street High School Donation Policy

What Fort Street High School Collects

The School's collection includes artworks, archives and heritage material (including objects). This material documents the growth and operations of the Fort Street schools.

The archives collection includes items which document the activities of students, staff and members of auxiliary organisations during their association with the school.

The School's artwork collection includes works by students and alumni, artworks commissioned by the school and artwork depicting members of the school community.

Ownership and Provenance

The School will not acquire, whether by purchase or gift, bequest or exchange, any goods or materials unless it is satisfied the items are freely and legally offered by the donor. As such, the School does not accept items offered anonymously.

Documentation acceptable to the School may be required to evidence ownership and/or provenance.

Acquisition Items

Items added to the collection will have enduring demonstrable historical, aesthetic, administrative, legal or financial value to the organisation. Items will be in their original format and not be a copy or reproduction.

Additions will fill a gap in the collection or provide additional context to items already in the collection. The archive does not purchase items but accepts them by donation or by internal transfer from the School. The School may purchase artworks or receive them by donation.

Acquisition Process

The School will provide a copy of the School's Donation Policy to all people who offer items for donation. When a gift of an object has been accepted, the Donor will be provided with one copy of the Donation Agreement Form.

When a gift of an item has been rejected, the Donor will be invited to either arrange a time to collect the item or authorise in writing the School to dispose of the item at its discretion.

The Donor will also be notified in writing that items not accepted into the Collection but remaining at the School longer than 12 weeks after the date of the letter will cease to be the responsibility of the School, and may be disposed of at the discretion of the School without any further consultation.

Donation Conditions

1. Donations are unconditional unless, in exceptional circumstances, conditions are agreed to by the School which are set out in the Donation Agreement Form.
2. Items donated to the School shall be returned to the Donor in exceptional and rare circumstances, to be determined by the School entirely at its discretion on a case-by-case basis. Before items are returned to the Donor, the School and the Donor must agree in writing on the conditions under which they shall be returned.
3. No commitment can be made by the School to permanently or temporarily display any items in the Collection.
4. The School will acknowledge the Donor as agreed with the Donor where the Donor's items are displayed in the School using the form of acknowledgement set out in the Donation Agreement Form.
5. By signing the form or replying by email as a digital signature, the Donor, as sole owner of the goods being donated, unconditionally gives and transfers to the School all legal rights and interest in the goods absolutely and in perpetuity. As the legal owner of the goods, the School may use the goods for the benefit of the School entirely at its own discretion.
6. A Copyright Agreement must be entered into between the Donor and the School if requested by the School, particularly in the case of art works. The Agreement respects the integrity of both parties and enables the School to carry on its ordinary business with respect to publication of catalogues; public relations; etc.

Accessibility of the School's Collection

The School recognises that it is a custodian of the material entrusted to it for preservation for future generations. It is therefore committed to ensuring that the Collection is properly catalogued, stored, and exhibited in such a way as to be accessible to the school community.

Documenting Donations

Artworks and items of significant financial value are documented and tracked through the School's Valuable Items Register.

Archives and heritage material are documented and tracked through the Archives' Accession Registers.

Care of the Collection

The Collection is to be housed in appropriate storage facilities, according to the discretion and resources of the School.

Deaccession Policy

Once a decision to dispose of an item has been taken, priority will be given to retaining the item in the public domain and with this in view it will be offered first, by exchange or gift to other cultural institutions before disposal to other interested individuals or organisations is considered.

The School may dispose of items in the Collection because

- they are not relevant to the functions and aims of the School
- they are damaged beyond repair
- there are duplicates thereof and they are inferior to other similar items in the Collection
- under exceptional circumstances, when a request for the return of the item to the original owner/donor is received and the School agrees, entirely at its discretion, to return the item upon agreement in writing upon the conditions of return.

Decisions about the deaccessioning of archival material will be made by the School Archivist in consultation with State Records NSW and the School Principal. Decisions about the deaccessioning of artworks and other valuable items will be made by the School Principal.

At the discretion of the School, deaccessioned items will be

- returned to the donor or the donor's family, if the donor is deceased; or
- offered to a Museum or educational or cultural institution; or
- sold or destroyed, as a last resort

Ownership of/Responsibility for the Collection

It is the responsibility of the School to ensure that the Collection is housed securely, in a low-risk environment. The School is responsible for ensuring the building in which the School is housed is appropriately maintained.

Policy version: 1.1

Donation Agreement

A. Contact Details of Donor

Name:

Phone Number:

Email:

Address:

B. Donation Details

Title/Description:

Creator name:

Date of creation:

How did this object come into your possession? (Please give names and dates, eg. "My mother Jane Smith (nee Doe) purchased the item in approximately 1925")

C. Conditions and exceptions

Please note any additional additions or exceptions as negotiated by the Donor and the Representative of the School.

D. Consent of Donor

I agree to the conditions and terms laid out in the above policy and agreement and wish to donate my item(s) to Fort Street High School.

Signature: _____ Date: _____

Name:

E. School's acknowledgement

I confirm that Fort Street High School accepts this donation and will keep it according to the conditions and terms of the above policy and agreement.

Signature: _____ Date: _____

Name: Iain Wallace, Fort Street High School Archivist