



## Club Acquisition & Display of Memorabilia Policy

The following policy deals with the acquisition (including offers) and display of memorabilia by the Swanbourne Nedlands Surf Life Saving Club.

Due to limited storage, the Club will only accept memorabilia (objects and artefacts) that the Management Committee (on recommendation from the Historical Records Officer) deem appropriate.

Upon accepting any piece of memorabilia, the following process must be followed:

- The Loan/Deposit form on page two of this document needs to be completed for each deposit or loan accepted by the Club.
- This form must be filed by the Club Administrator and a copy given to the donor/lender.
- Specify whether the memorabilia is being deposited (ie becomes the Club's property) or loaned. If on loan discuss and record the approximate length of loan.
- Significance should briefly state provenance, the value or meaning of the memorabilia to Club, Members and supporters, and most importantly, how it helps understand important aspects of the Club's history and development, and/or the wider history of surf lifesaving.
- The significance of the memorabilia should be assessed by the Club's Historical Records Officer together with a senior Life Member and others with relevant knowledge as required.
- The recommendation of the Historical Records Officer and others shall be provided to the Management Committee for approval. This recommendation must be taken to the Management Committee regardless of whether the recommendation is to accept or refuse the offer.
- Any memorabilia offered to the Club and judged not suitable for acquisition or loan, shall be returned immediately to its owner, together with a brief comment on the reason for the decision.
- All donors/lenders should be informed that specific memorabilia may not always remain displayed in the same location or be on permanent display at the Club.
- All donors/lenders should be informed that, whilst the Club will do its best to look after the memorabilia whilst on loan or deposit, the Club cannot guarantee against unforeseen events. The Club cannot be held liable for damage to or theft of the memorabilia whilst in its care.



**SWANBOURNE NEDLANDS  
SURF LIFE SAVING CLUB**

## Club Acquisition & Display of Memorabilia Policy Loan/Deposit Form

Date of acquisition:

Donor's name and address:

Description of the memorabilia:

General condition:

Significance:

Loan (including length of loan) or donation:

Whilst the Club will do its best to look after the memorabilia whilst on loan or deposit, it cannot guarantee against unforeseen events. The Club cannot be held liable for damage to or theft of the memorabilia whilst in its care.

Signature Donor/Lender:

Signature Historical Records Officer:

Signature Executive Committee Member:

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