

Non-Public Records/Objects Terms and Conditions of Deposit

General

The Postal Heritage Trust¹ has a collecting policy which limits those items which it may acquire. Not all offers of donation can be taken up, and item(s) may need to be examined/appraised before any final decisions are made on whether all or a selection of the item(s) will be retained. If the Postal Heritage Trust does not accept such an offer, the owner will be advised in writing.

Acquisition

In the case of acquisition by the Postal Heritage Trust of the item(s) described on the completed Transfer of Title by gift or sale, the owner (or person authorised to act on behalf of the owner) transfers to the Postal Heritage Trust absolute ownership of those items, together with any rights of copyright or reproduction held by the owner in respect of those items, without condition. Once donated, this material will be the property of the Postal Heritage Trust and cannot be claimed back, although any item(s) donated will be made available to donors on request.

Material accepted into the collections of the Postal Heritage Trust will be stored in appropriate, secure conditions and made available for research and education purposes. The Postal Heritage Trust will not normally consult with donors with regard to any use subsequently made of donated material, including its display, availability or loan to other Heritage institutions. *Please note: the Postal Heritage Trust collections are large and so very few gifts are on permanent display.*

Disposal

Except in the case of negligence on the part of itself or its employees, the Postal Heritage Trust does not accept liability for loss of, or damage to, or deterioration in, the item(s) described overleaf. If donated material is no longer required by the Postal Heritage Trust and you have indicated in the Transfer of Title that you do not wish it to be returned to you, we will dispose of it in accordance with the guidelines of the Public Record Office and the Museum Association, which favour transfer to another suitable Heritage institution. Donated material will not be sold for commercial gain.

¹ The British Postal Museum & Archive is the public identity of the Postal Heritage Trust, Charity No. 1102360, Company No. 4896056