Longstanton and District Heritage Society
Potential Object Donation Form

Statement of Purpose

The Objectives of the Society are:
To act as an advisory body; to protect & promote the heritage of Longstanton & District; to develop archival records in any appropriate format to record the social, rural and military heritage of Longstanton, Northstowe and Oakington & Westwick; to promote a wider understanding of the SW Fen Edge region of which these communities are a part; to promote and support the display and storage of the LDHS Archives within Longstanton, Northstowe or Oakington and Westwick and to use the Society's archival collections for education and exhibition purposes within Longstanton and District and to raise funds where appropriate to support the Objectives of the Society.

Thank you for considering making an object donation to LDHS. As the society has limited storage space for its Archive and relies on space provided by other organisations, any potential donations needs to be considered and accepted in accordance with the Objectives and procedures of the Society. This is to ensure that items are appropriate and duplicate donations can be avoided. **The following information <u>including photographs</u> must be provided so the suitability of items being offered can be assessed.**

Object Information	
Brief Description of Object	
Size (in centimetres, height x width x depth OR diameter)	
What is it made of?	
Distinguishing Marks e.g. maker's marks (if any)	
Age (approximate if unknown)	
Historical Information Related to Object (where was it made/used, and by whom, if known	
Any Other Information e.g. receipts, provenance etc. Photographs of each item are required and should be sent along with the completed form using the contact details provided.	

Your Details*			
Name	*Title*	*Forename*	*Surname*
Address			*Post Code*
Telephone	*Home*	*Mobile*	
Email		*Date*	

***Data Protection** – This information is for the use of LDHS only and will not be disclosed to third parties.*

Please return this form by hand, post or email to:

The Secretary
Longstanton & District Heritage Society (LDHS)
c/o The Manor
Woodside
Longstanton
Cambridge
CB24 3BU

Email: ldhssec@hotmail.co.uk

LDHS will endeavour to respond to your application at the earliest available opportunity.
Thank you for your application.

For LDHS use only		
Form Received By		*Date*
Action Taken		*Date*
For accepted objects only		
Object Entry Form No.		*Date*
Accession Number(s)		