

Division	Resources	Ref. No.	RES-CCL-016
Department	Collections		
Title	Donations, Gifts and Bequests		

1. PURPOSE AND SCOPE

The purpose of this policy is to regulate the acceptance of material into the Collections of the Royal Australasian College of Surgeons (RACS) by donation, gift or bequest.

2. KEYWORDS

Donations, Gifts, Bequests, Acquisition

3. BODY OF POLICY

3.1. Background

RACS is a not-for-profit organisation with DGR status. Donations, gifts and bequests are an essential method of growing and strengthening its collections.

3.2. Objectives

3.2.1 RACS is able to accept donations, gifts and bequests of suitable material to augment and strengthen its collections.

3.2.2 RACS may refuse to accept donations, gifts and bequests if they are deemed to be outside the scope of College Collections (*cf.* the policy on *Acquisition of Material*). RACS may suggest other institutions as repositories for such material.

RACS may however accept material beyond the scope of the Collections, if a refusal would cause offence, or be detrimental to the interests of the College.

3.2.3 Donor(s) have the right to place provisions and restrictions on the material they wish to donate. If the College accepts such material, the wishes of the donor(s) will be respected. However, RACS reserves the right to refuse such material if the provisions and restrictions are contrary to the interests of the College.

3.2.4 RACS will only accept material in which there is clear legal title. The material will become the sole property of RACS.

3.2.5 All rights and privileges in the material will pass to RACS.

3.2.6 A Deed of Gift will be signed by the donor(s) (or in the case of bequest, by the executor of the estate), acknowledging the transfer of the material, its title and any associated rights, to RACS.

3.2.7 Due acknowledgement will be given in writing to the donor(s). Acknowledgement will also be given when the material is exhibited and/or published, unless the donor(s) should wish otherwise.

3.2.8 Donations, gifts and bequests will be recorded, and entered into the collections cataloguing database in the usual manner, in accordance with the policy on *Accessioning, Registration and Cataloguing*.

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- 3.2.9 RACS welcomes gifts and donations presented under the Australian Government's Cultural Gifts Program. Such gifts and donations may be given to either the College of Surgeons Museum or the College of Surgeons Art Gallery.

Material that can be accepted for the College of Surgeons Museum includes:

- Surgical instruments and apparatus
- Other medical instruments and equipment
- Scientific instruments and equipment related to medicine and surgery
- College and Fellows' memorabilia
- Rare and historic books.

Material that can be accepted for the College of Surgeons Art Gallery includes:

- Oil paintings
- Watercolours
- Drawings
- Prints
- Sculpture
- Ceramics
- Glassware
- Objects of vertu.

Gifts and donations can be accepted at any time of year. However, the Curator may advise donors regarding requirements of the Program, especially in respect of the preferable times to make donations. Donors are also advised to consult their accountant or tax agent with regard to maximizing the advantage of the donation.

- 3.2.10 RACS retains the right to de-accession and dispose of material given, donated or bequeathed to it, if the material ceases to have relevance to the aims, interests and values of RACS. Such de-accessioning and disposal shall be done in accordance with the Policy on the De-accessioning and Disposal of Material from the Collections. The donor(s), or the relatives of the donor(s), will be notified.

3.3. Duties and Responsibilities

The arrangements for donations, gifts and bequests made in accordance with this policy are the responsibility of the Curator.

4. ASSOCIATED DOCUMENTS

Acquisition of Material Policy
De-accessioning and Disposal Policy
Accessioning Registration and Cataloguing Policy

Approver CEO
Authoriser Council

Authorised By: Director, Resources
Document Owner: Manager, College Collections

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