

BISHOP'S CASTLE HERITAGE RESOURCE CENTRE, OBJECT ENTRY FORM

Bishop's Castle Heritage Resource Centre, Chapel Yard, Bishop's Castle SY9 5DE (Part of HOCMCT: Charity No.1100582; Co. Ltd by Guarantee No.4793093)		Form No: 0001
Received from:	Deposited on behalf of (if different):	
Address:	Address:	
Tel No:	Tel No:	
DESCRIPTION OF OBJECT/S: (Including, Name of object/s, Material, Condition - GOOD, FAIR, POOR, Damage/Completeness, Associated information e.g. where, when, how used or found, Names and Dates of people who made or owned it/them, Dimensions in mm.)		
		Total No. of Items
Location/Date		
DEPOSIT PROCEDURES: (Initial & date each procedure when completed)		INITIALS
Inventory checked		DATE
Items checked for contamination		
Deposit Agreement completed		
Quarantine		
Freezing (if necessary)		
COPIES & ACCESS: (Tick Yes or No for each type of copy that may be taken)		YES
Private (individual) study & research – single copy		NO
Production of educational materials		
Broadcasting		
Temporary exhibition		
Publication		
LIMITED ACCESS SCHEDULE: (Tick Yes or No)		YES
Limited Access Schedule under Condition 13 attached		NO
I AGREE TO DEPOSIT THE OBJECT/S DESCRIBED ABOVE. I HAVE COMPLETED A DEPOSIT AGREEMENT AND READ & UNDERSTOOD THE TERMS OF ACCEPTANCE Depositor's Signatory Date		
RECEIPT OF THE OBJECT/S DESCRIBED ABOVE IS HEREBY ACKNOWLEDGED BCHRC Signatory Date		

GREEN - BCHRC (file); YELLOW - depositor/owner (receipt); GOLD - BCHRC (to accompany object)