

Memorabilia a guideline.

One of the most important tasks with Memorabilia is the establishment of a detailed register, preferably with a photographic record of items that have been donated or are on loan.

Donations are items that have been gifted and should be recorded as such as they then become the legal property of those in receipt of the donation. It's important that the donor should be made aware they are ceding ownership and to co-sign a document that states that the donor is the legal possessor of the item(s) that are being donated this is a necessary legal step that'll avoid any future issues regarding ownership. I recommend using a large receipt book (carbon copy style) that allows for a full description of the donated article or articles. This should be accompanied by photographic evidence or a reference to a register of photographs.

Items on loan. Any memorabilia that are on loan must be recorded as such and needs to be booked in and co-signed as such, as it is an agreement by both parties that it can be returned to the owner with

reasonable notice given. Photographic evidence is an essential requirement in order to ensure that the correct items are logged in and if they are requested to be returned, they can then be logged out. The maintaining of good records is an essential requirement in order to avoid any chance of legal action or arguments with third parties.

Firearms due to the complex legalities surrounding the ownership, the storage requirements, and the annual auditing required by VICPOL I would council sub sections against having anything to do with Firearms full stop the best place for them is probably in your local RSL subbranch.

I was memorabilia officer for the Lakes Entrance RSL Sub branch and the above was standard operating procedure.